

Hamtramck Public Library
Library Board
2360 Caniff Ave., Hamtramck, MI 48212
Minutes from March 16, 2023

Board Members present at the meeting: Raymond Bittner, George Gorday, Kathy Kristy, Sandra Jabril (on zoom), Jerzy Dabrowski (by proxy) and Tamara Sochacka (on zoom). State Law allows library boards to continue to meet on Zoom.

Absent: None

The meeting was opened at 6:00 PM. All participants had an opportunity to pick up the report prior to the meeting.

As the first order of business - agenda was adopted on a **motion by Mr. Gorday**, seconded by Ms. Kristy, passed.

Minutes from February 9, 2023, meeting were read and adopted, on a **motion by Ms. Kristy**, seconded by Mr. Gorday, passed.

Financial reports and invoice listings were discussed and adopted on a **motion by Mr. Gorday**, seconded by Mr. Bittner, passed. The vote was to accept the reports, but questions as to the accuracy of city accounting remained.

As part of the financial reports, discrepancies in the city accounting were discussed. These were: substandard accounting practices that consisted of missing vendor names, entries made under the wrong account numbers, using “multiple” designation instead of actual vendors, missed payments for submitted invoices, entry mistakes, misapplied accrual entries, payments of city hall invoices out of the Library Fund.

A report was submitted to the city to make necessary corrections, but no corrections for January 2023 were made to date. To keep the library accounting clear and transparent, the library is maintaining its own accounting records that are compliant with Michigan Libraries Financial Management Guide - to identify mistakes in the accounting provided by the city.

Since the accounting required for the libraries is different than that of the city, additional effort must be made to reconcile the two systems. The use of city accounting not only increases the cost of maintaining financial records for the library and the city, but it also slows down the payment process of vendor invoices and triples the time necessary to maintain accurate records necessary for financial decision-making process for the Library Board.

The Board was presented with a list of unauthorized withdrawals of money from the library fund, made by the city.

Under old business, the following were discussed:

Update on the Library staff.

Activities of the Friends of the Library.

A report was presented on the Comcast channel 19 broadcasting project.

Progress on separation of accounting and banking – still in negotiation phase

No one has been hired to date to fill the position vacated by Joshua Young.

Schedules meeting between the city and the Library Board schedule for March 20.

Lecture of author, Imogene Salva, held on March 9, 2023 – made into movie.

Under new business,

In the Director's report, Ms. Sochacka informed the Board on the upcoming programs.

Statistics on the library users, computer users, programs and program participants were presented to the Board.

The library has already begun to plan the summer reading program and has signed several performance contracts for the months of June, July and August.

Upcoming Lecture on Poletown by Ms. Turczynski on March 22, 2023.

Discussion of new service plans from the Library Network and a new price schedule.

Upcoming April appointment to the Library Board made annually by the mayor.

Upcoming election of the Library Board Officers, scheduled for May meeting.

Donations by Lorraine Stefano (\$400.00) and Lillian Stefano (\$100.00) for purchase of children's books.

Ms. Kristy announced that due to work schedule she might not be able to attend the April meeting of the Library Board.

The next meeting was set for April 13, 2023. Meeting adjourned at 7:35 pm on a motion of Mr. Gorday, seconded by Ms. Kristy. Passed.

Minutes taken by
Gregory Kirchner
Executive Assistant to the Library Board.