

Hamtramck Public Library
Library Board
2360 Caniff Ave., Hamtramck, MI 48212
Minutes from June 8, 2023

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

Absent: Sandra Jabril

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 May 11, 2023, meeting were read and adopted, on a **motion by Mr. Gorday**, seconded by Ms. Kristy, passed.

Financial reports and invoice listings were discussed and adopted on a **motion by Mr. Gorday**, seconded by Ms. Kristy, passed.

After the April 2023 meeting of the Library Board, a complete report was submitted to the city Finance Director which included bank statements of the Official Library Fund linked to the State of Michigan, and combined totals of money on deposit in the Library Fund. The city has entered all transactions made through the PNC bank Library Fund account. Most of them were entered incorrectly into the city's BS&A system. A 14 page report was prepared by the library listing all questionable entries and necessary corrections. The report was submitted to the City Manager, City Finance Director, and City's financial consultant.

The library does not have access to BS&A journal entry module to record transactions of the PNC Library Fund account or correct mistakes made when city made those entries.

Mistakes from February, March made in the city's BS&A system have not been corrected to date.

The City's Finance Director has complied with the request of the Library Board and transferred additional 100k of Library Funds into the investment account, effective May 25, 2023.

Under the old business:

An update was made regarding the library staff. The library aide part time position has not been filled to date.

The activities of the Friends of the Library have been discussed.

Progress on separating the library from the city accounting is on hold, while the city has significantly upgraded the services provided, has allowed access to the accounts payable entries, forwards all printed checks to the library and eliminated all accounting charges. A formal decision of the Library Board is contingent on the terms of a written agreement that will have to be executed between the Library Board and the City.

The next meeting between the Library Board and the City has been rescheduled by the City Manager (from June 6th to June 29th).

During the last meeting between the Library Board and the City, some information on State Laws was misinterpreted. This report contains excerpts from the MCL that apply to the library. Also, a printout to library types and sections of Michigan Laws that apply to libraries such as Hamtramck Public Library has been included in the report.

The building maintenance requires replacement of a rusted out expansion tank for the heating system, and repairs or replacement of the air conditioning system. The company that services our HVAC system informed us that they do not have the manpower required to work on our air conditioning system. The parts are not available for our 70-year-old system, and repairs or replacement is a major project that only larger companies that specialize in commercial system can handle.

The Board has authorized the Library Director to look for a company that can affect the repairs of the air conditioning and ventilation system before hot humid days of summer arrive.

Under the new business:

The Director's report was presented, including the statistics on the library use for the current fiscal year.

A report was made on the summer reading program that starts on June 28th and other programs planned during the summer months.

The library has participated in a seminar on internal controls of library finances. Most of the information presented in the seminar was related to libraries that have separated their finances from the city.

The Board was informed that the City has informed the Library that they have changed their landscaping company and the library will be included in city wide lawn

maintenance without any charges to the library. The company that has performed the end of year landscaping around the library still has not billed the library for that service.

The next meeting of the Library Board was set for July 13, 2023, at 6 pm. A motion was made by Mr. Gorday to adjourn the meeting, seconded by Ms. Kristy, passed. Meeting was adjourned at 7:10 pm.

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