

Hamtramck Public Library
Library Board
2360 Caniff Ave., Hamtramck, MI 48212
Minutes from July 13, 2023

Board Members present at the meeting: Raymond Bittner, George Gorday, Kathy Kristy, Jerzy Dabrowski (by proxy) and Tamara Sochacka. 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 Mr. Dabrowski (by proxy), passed.

Minutes from June 8, 2023, meeting were read and adopted, on a **motion by Mr. Gorday**, seconded by Mr. Dabrowski (by proxy), 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 has been submitted monthly 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 is entering all transactions made through the PNC bank Library Fund account.

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

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, and forwards all printed checks to the library.

Despite promises made during the meetings between the City and the Library Board, that there will be no charge for accounting, the city has charged the library in June the monthly accounting fees going back to July 2022 (retroactively).

A formal decision of the Library Board to separate accounting and banking is contingent on the terms of a written agreement that will have to be executed between the Library Board and the City.

Even though the City Council twice approved the separation of accounting and banking for the library, the city manager is trying to keep the library accounting with the city. The recent move breaking the promise of free accounting and charging the library retroactively for the service, should be taken under consideration and brings up the importance of advice from the Library of Michigan to require a written agreement between the city and the library board specifying services and charges involved.

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

The Board was informed that the water boiler expansion tank needs to be repaired or replaced. The library director was authorized to make arrangement for the upgrade.

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 started 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 provided with bids for replacement of HVAC system from Blue Ray Mechanical (\$92k for split system installed on the roof with six condensers installed on the roof and twelve evaporators installed on the walls inside the library) and Macomb Mechanical (\$98k for two condenser units installed on the roof and evaporator unit installed in the basement along with ventilation system using the current air ducts built into the floor and walls)

The board voted to use the Macomb Mechanical that will install the system in the basement without the need for any construction in the library main hall. Library director was authorized to make arrangements for the installation.

The bids for asbestos remediation were presented. Since all companies listed identical service and testing procedures, the lowest bidder was approved. Library director was authorized to hire and get the work completed.

Due to summer vacations, the August meeting of the library board was cancelled. If any decisions will be necessary before the September meeting, votes can be taken by phone or email.

The board was informed of the interviews to fill the vacant position of library aide. The decision to hire was assigned on the library director.

The next meeting of the Library Board was set for September 14, 2023, at 6 pm. A motion was made by Mr. Gorday to adjourn the meeting, seconded by Ms. Kristy, passed. Meeting was adjourned at 7:00 pm.

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