

# PONTIAC PUBLIC LIBRARY BOARD MINUTES

## December 19th, 2019

### I. Roll Call

Chair Hatchett – Here. Vice Chair Earl – Here, Treasurer Maxey – Here, Secretary Rutherford - Here

### II. Approval of Agenda

Chair Hatchett added “Doll Collection” to old Business

Motion to approve agenda by Secretary Rutherford, Supported by Treasurer Maxey

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes

Motion Passes.

### III. Moment of Silence

### IV. Public Comment

Ronald Gay wanted to present a proposal to rename the library after Elizabeth Denison Forth. Chair Hatchett stated she would put it on the meeting agenda for January.

### V. Approval of Minutes of September

Motion to approve minutes by Secretary Rutherford, Supported by Vice Chair Earl

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Treasurer Maxey – Yes, Secretary Rutherford – Yes

Motion Passes

### VI. Finance Report

Total Income \$663,415.29

Total Expense \$484,475.00

Total Fixed Assets \$1,615,220.04

Total Liability and Equity \$1,615,120.04

Audit Report – The complete audit of the financial statements of the Pontiac Public Library showed no inconsistencies, no major adjustments needed and no disputes between management. The Audit cautioned against the use of reserves to pay operational costs. It is a “clean report” and will be filed with the state between now and December 31<sup>st</sup> once the Board signs off on it.

Director Green clarified that the millage money and grants have been increasing so it will not be necessary to spend fund balance for operations as in previous years.

Motion to approve Audit by Secretary Rutherford, Support by Treasurer Maxey

Roll Call: Secretary Rutherford – Yes, Chair Hatchett – Yes, Vice Chair Earl – Yes, Treasurer Maxey – Yes

Motion Passes

## VII. Chair Report

Chair Hatchett has been working with two people involved in cannabis industry for partnerships with the library. Quality Roots donated toys to the Salvation Army at Chair Hatchett's request. They have also pledged \$37,500 for rehabilitation, robotics program, expungement and the Junior Achievement program when he is approved at getting his dispensary.

The other group is Common Citizens who have already given the library a donation of \$10,000 for the 2020 summer reading program. In addition, they will also be sponsoring and helping to acquire a book mobile for the Pontiac Public Library in the amount of \$100,000. They would also like to offer a cannabis patient informational workshop for the community.

The planning commission voted 5-0 for the zoning change of Glenwood plaza to be used for a dispensary that will be doing legal work for job programs and it is moving on to the city council for a vote.

Tomorrow from 3-5pm, Councilwoman Doris Taylor is doing a toy giveaway at the Pontiac Public Library.

Motion to accept Chair Report by Treasurer Maxey, Support by Vice Chair Earl.

Roll Call: Secretary Rutherford – Yes, Treasurer Maxey – Yes, Vice Chair Earl – Yes, Chair Hatchett – Yes

Motion Passes

## VIII. Director's Report

Director Green started by thanking the Board for their work over the year. This year the Library will be encouraging Community organizations including Churches and Schools to take part in the summer reading program in 2020. The Library has received money from Common citizens and is looking forward to a potential partnership with Penske Automotive.

The Holiday extravaganza went very well and had a nice open house feeling to it.

The lawsuit against the Pontiac Library by Cynthia Samples has been dismissed with prejudice.

Director Green presented a RFP to the board for a new Heating and Cooling company maintenance contract.

Secretary Rutherford suggests that we don't try changing companies in the winter to prevent future difficulties with the current company.

The Pontiac Public Library is looking for a new Bilingual Spanish outreach Library Assistant as the current one will be leaving at the end of the year. The position has been posted on the library website

Chair Hatchett would like to try to get the old trolley company next year because they appeared to be more accommodating and change the time of the trolley ride to allow more people to eat and ride the trolley instead of having to choose one or the other. Also, Chair Hatchett would like to be involved in planning the craft portion of the Holiday extravaganza next year.

Chair Hatchett and Treasurer Maxey were both unhappy with the food provided and the service for staff and volunteers on the Extravaganza, as was Director Green. The Lafayette Market apologized for the half burritos that were delivered and returned half of the payment.

Motion made by Vice Chair Earl to accept the Director's report, Support by Treasurer Maxey.

Roll Call: Treasurer Maxey – Yes, Secretary Rutherford – Yes, Vice Chair Earl – Yes, Chair Hatchett – Yes

Motion Passed

IX. New Business

Vice Chair Earl would like the Library to provide refreshments for the Robotics Classes going forward. Director Green stated it can be taken out of the budget for our Program Refreshments. Secretary Rutherford asked that we make sure it is something healthy or filling because it may be all some of them eat that day. Vice Chair Earl offered to come and make sandwiches if the library would purchase the supplies. The Director stated we order from a local restaurant or caterer to fill this request.

X. Old Business

Chair Hatchett wants the Bylaw committee to meet in January and get back to the Board Because it has been a year since they were going to work on them. Chair Hatchett will give Trustee Richardson until January before she contacts her regarding this.

Chair Hatchett will contact Director Green about the new sign and dedication of the pancake pavilion and set a date for February.

Chair Hatchett would like to donate a Doll collection to the Pontiac Public Library and keep them in the display cases currently located in the Michigan room.

Motion made by Secretary Rutherford to put the Dolls in the Michigan Room, Support by Vice Chair Earl.

Roll Call: Vice Chair Earl – Yes, Chair Hatchett – Yes, Treasurer Maxey – Yes, Secretary Rutherford – Yes

Motion Passes

XI. Board Comments

Secretary Rutherford asked that in the New Year the Board continues to speak honestly.

Vice Chair Earl thanked the companies that have made donations in light of Grace Centers of hope shutting down its emergencies housing services

Treasurer Maxey praised the educational effort and accomplishments by the Pontiac Public Library in addition to the robotics program

Chair Hatchett asked everyone to have a safe holiday

XII. Adjournment

Motion to adjourn by Treasurer Maxey, Support by Secretary Rutherford

Roll Call: Secretary Rutherford – Yes, Treasurer Maxey – Yes, Vice Chair Earl – Yes, Chair Hatchett – yes

Motion Passes