

## PONTIAC PUBLIC LIBRARY BOARD MINUTES

March 27th, 2019

- I. Roll Call  
Chair Hatchett - Here, Vice Chair Earl - Here, Trustee Richardson - Here, Secretary Rutherford - Here. A quorum was present.
- II. Approval of Agenda  
Vice Chair Earl requested Karate program be added under new business.  
Secretary Rutherford requested carpet added to new business. Trustee Richardson requested vision screening be added under new business.  
Motion to approve amended Agenda by Vice Chair Earl, Support by Secretary Rutherford.  
Roll Call: Chair Hatchett - Yes, Vice Chair Earl - Yes, Trustee Richardson - Yes, Secretary Rutherford - Yes  
Motion Passes
- III. Moment of Silence
- IV. Public Comment  
Greg Sobota spoke on his desire to be an investment broker for the Pontiac Library.
- V. Approval of Minutes of February  
Motion made to approve minutes from the February 5<sup>th</sup> meeting by Vice Chair Earl, Supported by Secretary Rutherford  
Roll Call: Vice Chair Earl - Yes, Secretary Rutherford - Yes, Chair Hatchett - Yes, Trustee Richardson - Abstain  
Motion Passes
- VI. Finance Report  
Balances as of 2/28/19  
Total checking/ savings - 833,273.94  
Total current assets - 834,138.94  
Total Fixed Assets - 1,258,781.29  
Total Liabilities and Equity - 1,258,938.29  
Motion made to accept Financial Report by Secretary Rutherford, Support by Vice Chair Earl.  
Roll Call: Vice Chair Earl - Yes, Secretary Rutherford - Yes, Chair Hatchett - Yes, Trustee Richardson - Yes

## Motion Passes

### VII. Chair Report

Chair Hatchett began by praising how well the Ladies Luncheon was planned and run. Then Chair moved on to discuss protocol and the daily operations for Library events and programs. Programs and employees of the Library are the responsibility of and under the authority of the Director, not any member of the Board. The ALA conference is June 20<sup>th</sup> with is around the time that the Board will be voting on the new budget. Chair Hatchett would like to move the budget vote up so the Director and anyone interested in the conference would be able to attend without the budget meetings interfering.

Motion to accept Chair Report by Vice Chair Earl, Support by Secretary Rutherford.

Roll Call: Vice Chair Earl - Yes, Secretary Rutherford- Yes, Chair Hatchett - Yes, Trustee Richardson - Yes

## Motion Passes

### VIII. Director's Report

Director Green explained to the Board that the new security system is almost finished but needed two extra cameras, one having already been installed. Brian Carr explained that by putting the extra camera on the pole in the parking lot would allow us to see the park area and side of the pancake pavilion facing away from the Library. The area the new camera would cover is the section where someone stole part of the aluminum siding trim. Brian also wanted to state how the entire staff works well together when it comes to dealing with problem patrons.

Director Green filed two claims for the recent incidents at the Pavilion. Someone stole siding and exposed wood and allowed water into the building and mold has grown in the wall on that side. There was also an issue where pipe fittings broke under pressure during the polar vortex.

Motion to approve the adjusted change order to include extra cameras by Vice Chair Earl, Support by Secretary Rutherford.

Roll Call: Vice Chair Earl - Yes, Chair Hatchett - Yes, Trustee Richardson - Yes, Secretary Rutherford - Yes

## Motion Passes

Director Green proposed purchase of a new interior camera system that would be put on the new NVR with the estimate that Brian Carr gave to be considered for the next fiscal year.

Director Green proposed a new library millage of .5 mill to be voted on in August of 2020. It would be a ten year millage and we would start receiving funds in 2021

The Pontiac Library has partnered with the Oakland County Democratic Black Caucus on the Juneteenth Essay Contest. There will be a ceremony for the winners during our summer reading kickoff. The Caucus will be providing the prizes and refreshments.

Black History and Women's History month programs were both a success. The Ladies Luncheon with Dr. Jackson was advertised on all social media outlets, in the library, on Fox2 News and reached max capacity in roughly one week of registration.

Motion made to accept the Director's Report by Secretary Rutherford, Supported by Vice Chair Earl

Roll Call: Chair Hatchett - Yes, Vice Chair Earl - Yes, Trustee Richardson - Yes, Secretary Rutherford-Yes

Motion Passes

Motion made to accept estimate and make repairs on Pavilion by Secretary Rutherford, Supported by Vice Chair Earl

Roll Call: Vice Chair Earl - Yes, Secretary Rutherford - Yes, Chair Hatchett - Yes, Trustee Richardson - Yes

Motion Passes

IX. Old Business

Updated Bylaws comments postponed until next month.

The History Room located in the lower level of the Pontiac Library has been put back together to match its previous appearance.

X. New Business

Work Conduct Relations -

Landscaping Quote - The Rate from Carrera with stay the same at seven installments of \$992 and offered an ala carte service for items such as mulch, additional plants, etc. The contract includes spring and fall clean ups.

Secretary Rutherford informed Chair Hatchett that she was interested in getting the library involved with the GM Clean up downtown program to see if they would volunteer to come clean the grounds around the pavilion.

With conferences coming up, Chair Hatchett reminded the Board that they no longer give advances for meals and incidentals, but reimbursements to the trustees afterward according to the receipts that they submit.

Public Budget Hearing will be scheduled for the budget on June 5<sup>th</sup> and reschedule normal meeting and budget vote for June 12<sup>th</sup>.

Karate Program - There was a brief discussion on protocol in regards to who to speak to if there is an issue with a program. Any issues are to be directed to the staff person or trustee that brought the program to the Library.

Carpeting and Shelving - New carpeting and glue are located downstairs and the Library is waiting to replace carpeting until the situation with shelves has been resolved. Trustee Richardson and Secretary Rutherford both have contacts they will reach out to about donating shelving previously used at area schools.

Vision Screening - Trustee Richardson proposed the Lions Club coming to the library's summer reading kickoff and doing free vision screenings.

#### XI. Board Comments

Trustee Richardson asked that event information be emailed to Board members in case they do not see it advertised elsewhere.

Secretary Rutherford thanked Director Green and Chair Hatchett for being part of the Ladies Luncheon Event.

#### XII. Adjournment

Motion to Adjourn by Secretary Rutherford, Supported by Vice Chair Earl.  
Meeting adjourned at 8pm.