

**Pontiac Public Library Board**  
**Regular Meeting Minutes**  
**May 7, 2020**

I. Roll Call

Vice Chair Earl- Here, Secretary Rutherford – Here, Trustee DuVall – Here, Trustee Richardson – Here

II. Approval of Agenda

Motion to approve Agenda by Secretary Rutherford, supported by Trustee DuVall  
Roll call: Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes, Trustee DuVall – yes

Motion Passes

III. Public Comments

There were no public comments

IV. Motion to Approve Minutes from April 2, 2020 Motion by Secretary Rutherford and Seconded by Trustee DuVall Vice Chair- Yes, Trustee Richardson- Yes , Trustee DuVall- Yes, Secretary Rutherford Yes Motion Passes

V. Motion to Approve Minutes from April 9, 2020 Trustee DuVall motioned, Secretary Rutherford seconded. Roll Call: Trustee Richardson- Yes, Vice Chair Earl- Yes, Trustee DuVall- Yes, Secretary Rutherford- Yes Motion Passes

VI. Financial Report

Accountant Vincent Harden presented the Financial Reports for July 2019- March 31, 2020 including Budget vs. Actual Actual Revenues 738,394.21 versus Budgeted Revenue 815,872.59 Underbudget in Revenues by 77, 478.38, and Actual Expenses 775,022.97 versus Budgeted Expenses of 839,720.13 for a favorable variance of 64, 697.16. He went over the Balance Sheet and Expense and Income Graphs as well. He mentioned that some revenues have not come in yet most notably the Penal Fine Revenue which is budgeted at 124,568.03 and comes in at the end of the Fiscal Year.

X. Director's Report

Director Green presented the quote for the Life Insurance Benefit she recommended through Mutual of Omaha, the quotes were acquired through Patterson Bryant. The most affordable option to provide coverage for all current staff was 719 for \$10,000 of coverage to the beneficiary of the staff person if the staff person expires during their employment at the library.

The Director also presented details and quote information about the Plexiglass shields at the library. It was proposed 24 inches for the side panels and 168 inches for the middle portion of the Circulation Desk with transaction slots. The proposed guards for the service desks are 2 ft wide by 3 ft

tall. The total for the current pending order of Plexiglass from Library Design was \$1,593. Director Green also noted that the shelving installation began on May 7. Service Glass prepared a quote of the charge per square foot of plexiglass ordered. The Director proposes that the Library choose Library Design because their quote includes installation and is more affordable than other vendors.

The Director then presented the renewal proposal for landscaping from Carrera Landscaping. She noted the items that were listed as available at extra charge such as flats of flowers, mulch and new sprinkler system install. The regular contract includes weekly mowing biweekly edging and clean up of debris and trash weekly. The proposed cost is the same at rate of 7 instalments of 992.85 during the season.

The Director mentioned that the date for the Public Hearing for the Budget needs to be set. Director Green promised a Draft of the Budget by May 14<sup>th</sup>. She explained the work on the budget and the grant revenue that would rollover. She also mentioned the debt service amount would be affected by the new loan for the shelving.

Director Green reported that she had recently finished a course through Library Juice Academy and that she scored 96%. The course was about Diversity and Inclusion in Libraries and the disparity between the treatment of librarians of color versus white librarians.

The Director then discussed the preparations for re-opening including the bulk purchase of masks and floor decals encouraging social distancing. She also discussed the phases of opening. There are plans to begin curbside pick-up once the library is cleared to open by the Governor. She also described the process of having the staff tested for COVID-19 and possibly closure if any staff become ill with the COVID-19.

Trustee DuVall requests that the Landscaping is maintained regularly. She mentioned past complaints about the landscaping. She also let the library board know that she would not service the library account with Patterson Bryant because she is a library board trustee.

Trustee Richardson put her comments in the chat box. The Director read her comments out in the meeting. She mentioned a request from February to another broker. She also mentioned the Library could get free mulch from Oakland County. She also asked if the library would receive a discount for planting flowers if the library acquired them elsewhere. The Director stated that in the past Carrera has planted flowers that the library had purchase or received by donation.

Vice Chair Earl said it was a good idea to pass the insurance and the landscaping. Trustee Duvall reiterating that she wants to know how frequent the lawn cutting. Trustee Richardson commented that the staff also picks up trash on the library grounds.

There were questions about putting the items to a vote and then it was noticed that Secretary Rutherford was not at her computer though still logged in.

Director Green asked the Vice Chair if the board could vote on the plexi-glass during the meeting. Trustee DuVall asked if the plexi-glass would be permanent. Director Green informed the board that it was not permanent. Secretary Rutherford returned, mentioning a surprise birthday drive by had interrupted her participation in the meeting.

Trustee Richardson commented that the meeting was no longer on agenda. Director Green reiterated the request for a vote of the board over the plexi-glass temporary addition and lawn cutting renewal contract.

Trustee DuVall Made a motion to approve the Plexi-glass Set-up Seconded by Secretary Rutherford, Vice Chair Earl- Yes, Trustee DuVall- Yes, Trustee Richardson-abstain, Secretary Rutherford- Yes Motion Passes.

Trustee DuVall Made a motion to approve the Landscaping Contract Renewal Seconded by Secretary Rutherford, Vice Chair Earl- Yes, Trustee DuVall- Yes, Trustee Richardson-types abstain in the chat box, Secretary Rutherford- Yes Motion Passes.

Trustee DuVall Made a motion to approve the Life Insurance for Staff Seconded by Secretary Rutherford, Vice Chair Earl- Yes, Trustee DuVall- Yes, Trustee Richardson- types abstain in chat box, Secretary Rutherford- Yes Motion Passes.

Director Green thanked the Board on behalf of the staff for the Life Insurance Benefit.

Then the board discussed dates for the Budget Hearing. After some discussion they chose to have the meeting on June 4, at 5:30pm.

There was no Old or New Business.

Board Comments:

Trustee Richardson: Stay Safe.

Trustee DuVall: Having the laptops has been a great help to keep the board connected. She wished everyone well and continued good health.

Secretary Rutherford: Read an encouraging poem. She said she wishes the board peace and blessings and wished Trustee DuVall a Happy Birthday.

Vice Chair Earl: Let's continue to stay safe and check on our Wisser Community like Trustee Richardson, Maxey and Chair Hatchett.

Motion to Adjourn by Secretary Rutherford, Seconded by Trustee DuVall Roll Call: Trustee Richardson- Yes, Trustee Duvall- Yes, Vice Chair Earl- Yes, Secretary Rutherford- Yes

Meeting Adjourned.