

PONTIAC PUBLIC LIBRARY BOARD MINUTES

November 21st, 2019

I. Roll Call

Secretary Rutherford – Here, Treasurer Maxey – Here, Trustee Richardson – Here, Chair Hatchett – Here

Vice Chair Earl and Trustee DuVall arrived after roll call.

II. Approval of Agenda

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

Roll: Trustee Richardson – Yes, Chair Hatchett – Yes, Treasurer Maxey – Yes, Secretary Rutherford – Yes.

Motion Passes

III. Moment of Silence

IV. Public Comment - none

V. Approval of Minutes of September

Motion by Secretary Rutherford, support by Treasurer Maxey

Roll: Treasurer Maxey – Yes, Chair Hatchett – Yes, Trustee Richardson – Yes, Secretary Rutherford – Yes

Motion Passes

VI. Finance Report

Total Income: July-Oct 19 \$647,811.07

Total Expenses \$398,172.07

Net Income: \$249,639.00

Total Assets: \$1,473,651.71

Total Liabilities: \$16,227.38

Motion by Treasurer Maxey to accept Financial Report, support by Secretary Rutherford

Roll: Secretary Rutherford – Yes, Treasurer Maxey - Yes, Chair Hatchett – Yes, Vice Chair Earl – Yes, Trustee Richardson – Yes

Motion Passes

VII. Chair Report

Chair Hatchett has been in talks with some groups looking to submit applications for sale of recreation marijuana that would like to list the library as part of their community improvement plan as far as which organizations they would be giving funds too.

Trustee Richardson inquired if we could receive funds that way without the library being listed as a community component due to it being a political topic but it was clarified by Treasurer Maxey and Secretary Rutherford that to receive the funds we must be listed.

Chair Hatchett will continue to discuss the partnership and if things become more solid, the Chair ask the Board for guidance on the follow through.

Motion by Treasurer Maxey to accept Chair Report, support by Secretary Rutherford.

Roll: Trustee Richardson – Yes, Trustee DuVall – Yes, Chair Hatchett – Yes, Treasurer Maxey – Yes, Secretary Rutherford – Yes

Motion Passes

VIII. Director's Report

The Library had a very successful Halloween program with over 300 people attending and over 100 people going through the haunted house.

The Genealogy Club has been very successful and the #MeToo group has received very solid support.

Also in October was the MLA conference which developed diversity and inclusion in collections.

The Holiday Extravaganza is on December 7th and the Pontiac Public Library is the location for photos with Santa. The Library will also be doing book giveaways, free lunch, drop in crafts and a brunch for staff and volunteers. Jack and Jill will be providing roughly 50 volunteers and cookie toppings.

The Pontiac Library has partnered with Washington Events for the Pontiac PSA Challenge. It involves creating a 30 second video about Pontiac that would act like a travel encouragement video. The top videos will be shown at the PLAT on January 10th. It is open to all of Oakland County, but the topic must be about Pontiac.

Director Green is working on two more grants that would total 20k coming from Wayne state and Penske.

Motion to accept Director's report by Secretary Rutherford, support by Treasurer Maxey

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

Motion Passes

IX. Library Design

A representative from Library Design gave a presentation with product guides and floor plans focusing on the shelving that he and Director Green had agreed on replacing. The new shelving layout will be easier for patrons to maneuver around and will be proper library style shelves. All of the metal shelving from the teen room to the back of the building would be getting replaced.

The scrap steel money from the old shelving would be donated back to the library.

Library Design would be removing and replacing the books done in coordination with the carpeting company to finish replacing the old carpeting under the shelves.

It would take approx. 8-10 weeks from ordering shelving for it to arrive and could take around a week to get everything installed. The library would be able to remain open during the process.

Director Green informed the Board that financing was already secured for this endeavor and asked the Board to approve both the new shelves and the financing.

Motion by Secretary Rutherford to approve both of Director Green's request, support by Vice Chair Earl.

Trustee Richardson and Treasurer Maxey were concerned about timing and want to consider waiting until after the audit report to continue the discussion

Roll: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Treasurer Maxey – No, Trustee Richardson – No

Motion Passes

X. Board Comments

Trustee Richardson went to a workshop that covered reporting statistics. She also discussed a librarian opening up a library for the first time on their reservation and will be forwarding the information that she learned about its set up and grants.

Vice Chair Earl discussed getting counselors / social workers stationed inside of the library and is working on a proposal.

Treasurer Maxey made a motion to accept Trustee Richardson's and Vice Chair Earls report, support by Vice Chair Earl

Roll: Chair Hatchett - Yes, Trustee Richardson - Yes, Vice Chair Earl - Yes, Treasurer Maxey – Yes, Secretary Rutherford - Yes

Motion Passed

December 8th from 1-4 at the Oakland County Pioneer Society will have caroling and building ginger bread house. Play, scavenger hunt and mansion tour.

Mattie Hatchett is now the Chair of the CNS Board

Secretary Rutherford thanked Chair Hatchett and Director Green for checking on her and her Daughter for her debate team for beating the Harvard debate team.

XI. Adjournment

Secretary Rutherford makes a motion for adjournment, support by Vice Chair Earl

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

Motion Passes