

Pontiac Public Library Board

Meeting Minutes

November 28th, 2018

I. Roll Call

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

II. Approval of Agenda

Motion to approve Agenda by Trustee Richardson, supported by Secretary Rutherford
Roll call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes, Trustee DuVall – yes, Treasurer Maxey – Yes

Motion Passes

III. Public Comments

Tim Shephard and Brian Carr gave a proposal on installing a new video surveillance system at the Library. The company currently has roughly 50 cameras located in 6 different buildings in downtown Pontiac which they monitor. They presented the library board with documentation of different pricing for different plans. Tim will present the Director with a more detailed plan to be considered for a vote on at the next Board Meeting.

IV. Approval of Minutes of October

Motion to approve minutes by Secretary Rutherford, supported by Treasurer Maxey
Roll Call: Chair Hatchett – Yes, Treasurer Maxey – Yes, Trustee Richardson – Yes, Vice Chair Earl – Yes, Trustee DuVall – Yes, Secretary Rutherford – Yes

Motion Passes

6pm – 6:40pm Closed Session

V. Financial Report – July-October 2018

Total Income \$557,631.36

Total Expenses \$417,244.20

Net Income \$140,387.16

Total Liabilities and Equity \$1,673,842.20

Motion to approve financial report by Trustee DuVall, supported by Trustee Richardson

Roll Call: Treasurer Maxey - Yes, Trustee DuVall – Yes, Trustee Richardson – Yes, Vice Chair Earl – Yes

Motion Passes

Motion made to table Chair Report made by Trustee DuVall, supported by Trustee Richardson

Roll Call: Treasurer Maxey – Yes, Trustee Richardson – Yes, Vice Chair Earl – Yes, Trustee DuVall – Yes

Motion Passes

VI. Director’s Report

Director Green discussed the MLA conference that she attended during October and mentioned the workshop on the topic of Narcan use in libraries for patrons with opioid overdoses. The use of Narcan has no negative side effects on those not suffering from an opioid overdose and can buy time by restarting breathing for a period of time until emergency services arrive. New state law lets a third party purchase and use Narcan without fearing legal action because of it being covered by Good Samaritan laws. Director Green is interested in possibly getting the Nasal Spray for use in the library and will be doing a program on staff development day on procedures in case of unresponsive patrons and the symptoms of opioid overdose.

Director Green briefed the Board on the capital improvements that have recently been finished. The new fire alarm system has been installed and we are currently making the improvements noted on the safety inspection. Director Green will present the Board with a breakdown of costs associated with the improvements at the December meeting.

The RFID gates and people counter have been installed and the circulation desk modifications have been completed.

The Director described the plan for the Holiday Extravaganza and the need for volunteers. The Library will have cookie decorating, hot chocolate, free boxed lunches to give away, pictures with Santa and a youth Band Accent Pontiac musical performance. The Oakland County Historical Society will be providing the guides for the Historic Trolley tour.

The Library has a Book Fair fundraiser at Barnes & Noble Rochester Hills. A percentage of sales along with tips from wrapping gifts will go to the library. Last year the Library received just under \$1,000 from the event.

Motion made by Vice Chair Earl to accept Directors Report, supported by Trustee DuVall.

Roll Call: Trustee DuVall – Yes, Vice Chair Earl –Yes, Trustee Richardson – Yes, Chair Hatchett - Yes

Motion Passes

VII. Chair Report

Chair Hatchett wanted to discuss the library being chosen to host a karate program thanks to Vice Chair Earl's effort, however there are still details to work out including staffing, cost, etc. The classes will be for ages 17 and under.

Chair Hatchett hired J & P Snow Removal for the season with a new snow removal company and Director Green stated the work has been satisfactory so far.

VIII. Old Business

IX. New Business

Trustee Richardson feels that due to losses in our investment and lack of action on behalf of our representative that we should suspend all future investment transactions and withdraw all invested funds until we get a new broker or bank to handle it.

Trustee Richardson made a motion to withdraw all our investment funds and return it to the general fund immediately until the Board decides where and how much it would like to reinvest.

Support by Vice Chair Earl

Roll Call: Chair Hatchett – Yes, Trustee Richardson – Yes, Vice Chair Earl-Yes, Trustee DuVall –

Yes

Motion Passes

Vice Chair Earl and Melvin G have been discussing teaching children photography for free at the Pontiac Public Library Chair Hatchett asked that Melvin writes up a proposal for the board showing that there would be no cost to the library for the program and then they would vote on it. Trustee DuVall suggested that they have classes for both children and adults.

Vice Chair Earl also discussed the karate classes that he wish to hold that the library on Fridays from 5-7pm. Chair Hatchett said they would first need Director Green to give them an estimate of what it would cost the library to be open those extra hours.

Trustee Richardson made a motion to table it until next month when they would be able to discuss it with all the details. Motioned Supported by Vice Chair Earl.

Roll Call: Chair Hatchett – Yes, Trustee Richardson – Yes, Vice Chair Earl – Yes, Trustee DuVall –

Yes

Motion Passes

Vice Chair Earl showed interested in once a month or once a quarter having a meeting with the staff to gather information on how they think the library is going and in what ways can it improve.

X. Adjournment

Motion to Adjourn by Trustee Richardson, Supported by Trustee DuVall

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Trustee Richardson – Yes, Trustee DuVall –

Yes

Motion Passes