

Pontiac Public Library Board of Trustees
Board Meeting Minutes
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
September 26th, 2019

The meeting was called to order by Chairperson Hatchett. Roll Call: Hatchett, present; Maxey, present; Earl, present; Richardson, present. A quorum was present.

APPROVAL OF AGENDA

Investment report moved to October Board Meeting
Trustee Richardson asked to move her presentation to October
Vice Chair Earl asked to move his presentation to October
Finance report moved to Item five

Motion made by Trustee Richardson to approve the minutes as amended. Supported by Treasurer Maxey

Roll call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey – yes, Trustee Richardson – yes
Motion passes

PUBLIC COMMENTS - none

FINANCIAL REPORT

Total income - \$286,555.56
Total Assets - \$1,311,810.48
Total Assets and Liabilities – \$1,311,810.48

Motion made by Treasurer Maxey to approve financial report. Supported by Trustee Richardson.

Roll Call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey – yes, Trustee Richardson – yes
Motion passes

APPROVAL OF MINUTES

Motion made by Trustee Richardson to approve July Minutes. Supported by Vice Chair Earl

Roll Call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey – yes, Trustee Richardson- yes
Motion Passes

CHAIRPERSON'S REPORT

Chair Hatchett requested that if a member was not going to be able to attend the board meeting to call and inform Director Green and she will inform the rest of the board. Also it does not make financial sense to her to continue ordering so much food for the board meetings.

Trustee Richardson stated that it is in the bylaws that a board member must contact the chair or vice chair previous to the meeting if they do not plan on attending.

There was a discussion on the bylaws in regards to suspension of voting rights by a board member that is repeatedly absent from meetings. Chair Hatchett requested the bylaw committee have a meeting to discuss consequences of constant absenteeism by a library board member.

Motion made by Treasurer Maxey to accept the Chair's Report. Supported by Trustee Richardson.

Roll Call: Chair Hatchett – yes, Vice Chair Earl- yes, Treasurer Maxey – yes, Trustee Richardson, yes
Motion Passes

DIRECTOR'S REPORT

Director Green asked Library Design for a revised quote on getting new bookshelves in case the board voted to purchase and finance new shelving units. The quote was \$71, 158 of which the director stated we would probably need less that that due to reorganizing the non-fiction section.

Director Green provided the board and the sign company with the first and last names of each person to be added to the sign that goes on the pancake pavilion.

There is a possible grant related to robotics certification that may become available. The Director is looking into it with the instructor of the robotics course that is currently offered at the library.

Director Green informed the board about the Coretta Scott King book awards exhibit and Kingston Nevils' Book Signing event in case the board would like to make an appearance. She also explained as senior programs Focus Hope, Meals on Wheels that takes place at the library on Wednesdays between 10:30am-3pm.

The Board was also informed on the Halloween Dance, Haunted House and the annual Youth Tea party.

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

Roll Call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey – yes, Trustee Richardson – yes
Motion Passes

OLD BUSINESS - none

NEW BUSINESS

Chair Hatchett would like the board to come up with set guidelines and prices for renting out the pavilion before discussing any proposals because she has been approached by multiple people about using it. The Library currently does not have a set procedure for renting out that space and the Chair would like one drawn up and voted on.

Chair Hatchett called for the board to vote on the proposed signs for the pancake pavilion.

Motion made by Vice Chair Earl to support Director Green's choice of signs. Supported by Treasurer Maxey

Roll Call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey –yes, Trustee Richardson – yes
Motion Passes

ACTION ITEMS - none

BOARD COMMENTS

Treasurer Maxey wants the board to have a discussion with board members that are habitually absent. Trustee Richardson would be interested in having a meet and greet during the month of October, Chair Hatchett said she would plan it with the director.

Trustee Richardson made a motion to adjourn. Supported by Treasurer Maxey

Roll Call: Chair Hatchett – yes, Vice Chair Earl – yes, Treasurer Maxey – yes, Trustee Richardson – yes
Motion Passed