

# PONTIAC PUBLIC LIBRARY BOARD MINUTES

August 27<sup>th</sup>, 2020

I. Roll Call

Chair Hatchett – Here, Vice Chair Earl – Here, Treasurer Maxey – Here, Trustee Richardson - Here

II. Approval of Agenda

Motion to add Yaktown Yoga to action items by Treasurer Maxey, Support by Vice Chair Earl.

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

Motion Passes

III. Moment of Silence

IV. Public Comment - none

V. Approval of Minutes of July

Motion to approve by Treasurer Maxey, Support by Vice Chair Earl

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

Motion Passes

VI. Special Presentation

- a. Trion – Trustee Richardson stated that Trion wants to look at what Paycor provides and provide additional services and costs.
- b. First independence bank – Trustee Richardson asked Director Green for a summary of the Library's overall banking services to be shared with First Independent Bank. Director Green questioned that lack of Pontiac branch locations and Trustee Richardson stated the bank would provide services.

VII. Finance Report

The accountant noted that the budgeted Salary & Wages is not spread out in the accounting system so the reporting of a budgeted expected net loss of over 315,000. The overall budget is not incorrect, the amount should be spread out throughout the year. Director Green assured the board that this is a simple allocation and that the next reporting period would not have such a variance.

Total Income 46,515.74

Total Assets \$1,258,632.34  
Total Liabilities -\$286.28  
Total Equity \$1,258,918.62  
Total Liabilities and Equity \$1,258,632.34

Motion to approve Finance report with corrections forthcoming by Trustee Richardson,  
Support by Vice Chair Earl

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

Motion Passes

VIII. Chair Report

No chair Report

IX. Director's Report

- a. Re opening phases – Director Green described the services currently being offered under Phase one of the response plan. The Library being understaff is slowing to progress to Phase Two and provided a list of employees that have recently left the Library.

Under the current Phase 1, the Library is providing curbside service, hold pickups and Notary services.

Phase 2 will allow for Lobby service at a limited capacity and computers by reservation.

Phase 3 will include the ability for patrons to browse the entire collection and use meeting rooms.

Phase 4 is essentially a return to pre-pandemic conditions.

- b. Building Updates – There are still areas of the library that need to be repainted that was uncovered after the new shelving was installed. There was 300 sq ft of roof repairs recently completed to fix a leak issue.
- c. Programs and services overview – This past Friday the Pontiac Library did a drive though giveaway program called with S'more Summer Resource Fair that provided smores kits and the library provided refreshments via Alleycat Café. The library also passed out free books and hired a DJ for that event.

Director Green has also been attending recurring meetings with Pontiac United Education Coalition, The Library Network, The Collective Impact Group, The Michigan Library Association and American Library Association among others.

The Pontiac Public Library has received a grant to fund a fall Youth Reading Program from the United Way of Southeastern Michigan for \$10,000.

The Library has had one outdoor yoga session with Yaktown Yoga that was received very well by the public. Pre-Covid, Yaktown Yoga was doing indoor programs at the library and Director Green has requested more outdoor yoga classes going forward.

The Youth Librarian posts story times which gains plenty of views during and after the events.

Promotion of e-collections are continuing as well as purchasing new physical books for the collection

- d. TLN services and presentation next month – Director Green is working this TLN administration to see if they can put together a presentation to show the Library Board the assorted services that they offer. TLN handles the Libraries inter-library delivery system three days a week. They also provide cataloging services, telecommunications, acquisition services, subscriptions, etc and consortium discounts.

Trustee Richardson asked about if there were any proposals from other companies about the roof repair and inquired where the roofing company hired was from.

Chair Hatchett asked the Board to provide a list of Pontiac based and/or minority businesses to Director Green.

Motion made to accept the Directors report by Vice Chair Earl, Support by Trustee Richardson.

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

Motion Passes

#### X. New Business

- a. Yaktown yoga – Trustee Richardson provided Director Green with the proposal from the company.

Treasurer Maxey wants information on how the service would help children with Autism Trustee Richardson believes she can get additional information for the program.

Motion to move forward with Yaktown Yoga with an amendment to include special needs students. Support by Treasurer Maxey.

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

Motion Passes

XI. Old Business

XII. Board Comments

Vice Chair Earl suggested a Pontiac Library podcast with community leaders to give a more positive light on things going on in Pontiac and give a better voice to the younger people.

Trustee Richardson suggested more kid-centered zoom activities.

Treasurer Maxey encourages reaching out to people with mental health professionals.

Chair Hatchett had a meeting with Gil Garrett about forming a committee to deal with mental health challenges

XIII. Adjournment

Motion to adjourn by Trustee Richardson, Support by Vice Chair Earl

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

Motion Passed