

PONTIAC PUBLIC LIBRARY BOARD MINUTES

October 1st, 2020

- I. Roll Call
- II. Approval of Agenda
- III. Moment of Silence
- IV. Public Comment - none

- V. Approval of Minutes of August

Motion to approve by Trustee DuVall, Support by Vice Chair Earl.

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

Motion Passes

- VI. Special Presentation

- A. Jermaine Branner – Is interested in using the pancake pavilion in the library parking lot as a community kitchen to give developing chefs a chance to get their feet wet in a commercial kitchen environment. Oakland Community Kitchen would assist at least 4 chefs for 12 months, give them a PO Box for business mail, provide legal advice, etc. Each Chef will be responsible for paying a rental fee of possibly \$400 a month.

Trustee DuVall would like to see the idea flushed out better and some comparisons done on how much they should be charged. Trustee Richardson would also like to get together with Jermaine Branner and discuss how his plan is similar to things she has been discussing.

- B. Trion Solutions – Trion solutions is a Troy based employee solution firm. They have come to present what they can do with HR and payroll for the library. Trion would services include payroll services, HR support and employee records and provided an overview of their fee.
- C. Trustee DuVall inquired if they also handle FMLA and he stated that they do.

- VII. Finance Report

Budget to Actual (July through August 2020)

Net Income –\$ 55,999.01

Total Assets - \$1,469,829.63

Total liabilities and equity - \$1,459,829.63

Motion to accept the financial report by Trustee Richardson, support by Treasurer Maxey

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

Motion Passes

VIII. Chair Report

No report

IX. Director's Report

Director Green explained the need for hiring security guards from a vendor as the staff positions that previously performed the tasks have been vacated for some time and have proved difficult to fill.

The Vendor Michigan Security has trained guards that are already bonded and insured. They currently have three guards that would be working in conjunction with Brian Carr to see which employee would be the best fit for the area. The rounds that Brian Carr performs would offset the different in hours between using Michigan Security and the hours that used to be made up of staff.

Treasurer Maxey would like a proposal regarding ethnic sensitivity and how they would handle the safety aspect of the patrons as well as the company's dress code. Treasurer Maxey also showed great concern on what type of history the company has with dealing with minorities and why he was not given a written history of the company's procedures.

Kendal Bowman was being looked at as a possibilities to service the Pontiac Libraries 3D printer, but decided that the particular model would not be cost effective to work with. Director Green then explained to the board the list of issues with the printer service. Ex: Proprietary software, restrictive files and maintenance tasks needed such as leveling plate and installing new extruders.

The Pontiac Library used a referral from Polk to clean the windows and GM Cares volunteers put out mulch and plant some mums acquired from Pontiac nursery Goldner Walsh. Director Green is still working on getting some painting jobs finished.

The patch job on the roof was completed and despite the rain, there have been no problems.

The Pontiac Public Library's website has been re-designed to be much more user friendly. The newsletter for the fall listing all the virtual programs is online and should be mailed out next week.

The Pontiac Public Library will be doing a drive-through giveaway on Halloween 2-5pm in the library parking lot. The library will be giving out goodie bags filled with candy, activity books, and toys and new books, backpacks, school supplies, food and will have a DJ performing.

Director Green hosted a virtual program, Pontiac Strong Premiere with Oakland University and Chair Hatchett was featured in the documentary and on the panel discussion.

Motion to accept director's report by Trustee Richardson, support by Trustee DuVall

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

Motion Passes

- X. New Business – Postponed Item regarding Michigan Security until more information and a written proposal can be made up and presented to the Board at a special meeting.
- XI. Old Business - none
- XII. Board Comments
Trustee DuVall believes that Michigan Security is reliable. Trustee Richardson wants more information before we continue working with them along the lines of what Treasurer Maxey asked for.
- XIII. Adjournment

Motion to adjourn by trustee Richardson, Second by Trustee DuVall

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

Motion Passes