

PONTIAC PUBLIC LIBRARY BOARD MINUTES

November 19, 2020

- I. Roll Call
- II. Approval of Agenda

Vice Chair Earl move to approve agenda, Maxey supported. All in favor. None opposed. Agenda accepted.
- III. Moment of Silence
- IV. Public Comment - none
- V. Approval of Minutes of October 1, 2020

Motion to approve by Vice Chair Earl, Support by Treasurer Maxey.
All in favor said: Aye. There were none opposed.
Motion Passes
- VI. Approval of Minutes of November 10

Motion to approve by Treasurer Maxey, Support by Vice Chair Earl.
All in favor said: Aye There were none opposed.
Motion Passes
- VII. Finance Report

Budget to Actual (July through October 2020)
Gross Revenue: \$606,939.29
Total Expense: \$312,576.16
Net Income -\$ 294,363.13
From Balance Sheet
Total Assets - \$1,711,267.16
Total liabilities and equity - \$1,711,267.16

Motion to accept the financial report by Treasurer Maxey supported by Earl
All in favor said: Aye There were none opposed.
Motion Passes
- VIII. Audit Report
 - a. The Auditor went over the Draft Audit Report. There were no issues and all Financial Statements and notes were in order. It was the professional opinion of the auditing firm that the financial statements were presented fairly in all material respects and the respective financial position of the governmental activities and major fund of the Library as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.
 - b. The board discussed whether there was a need for another meeting to approve the report. The auditor and Library Director advised that an approval in the current meeting would ensure that the report would be submitted to the State of Michigan in advance of the December 31, 2020 deadline.

Treasurer Maxey moved to approve the audit report. Vice Chair Earl Supported the motion.

Roll Call: Richardson: No, Treasurer Maxey: Yes, Vice Chair Earl: Yes, Chair Hatchett: Yes

Motion passes.

IX. Chair Report

Chair mentioned that some businesses are changing their flooring to hardwood or tile to be cleaner. Treasurer Maxey asked more research was available to find out if carpet was less sanitary than other flooring options. Chair Hatchett responded that she would research this further for the December meeting.

Chair Hatchett mentioned that she invited the individuals seeking to rent the Pavilion to submit a more detailed reporting of their plans and that information was not received in advance of the meeting. Director Green received an email just after the meeting started from the applicants. Director Green displayed the email in a screenshare. Chair Hatchett reiterated that the applicants should attend the meeting and give a presentation and without that there was little information to vote on. Chair Hatchett then asked about the status of the new sign installation for the pavilion.

There was discussion around how to have a Covid-safe event to mark the installation of the sign.

Motion to accept Chair Report move by Treasurer Maxey Supported by Trustee Richardson. All in favor said: Aye. There were none opposed. Motion passes.

X. Director's Report

The Michigan Library Association Virtual Conference was attended by staff and the Library Director. The Library hosted a Fall Reading Program and received a grant from the United Way for \$10,000 and those monies should be received in December to fund a winter Reading Program January-April. The Library received a grant through a partnership with Wayne State University to provide programming for elder patrons with memory issues. The annual staff training will be in December and virtual. There will be appreciation gifts for staff and library board in December. The CARES ACT Applications were being submitted by the Director in November and the total amount of the application was reported at \$110,627 for expenses related to Covid-19.

The library is donating 3000 bookmarks and candy canes to the Holiday Extravaganza Parade Drive Through.

Motion to accept director's report by Treasurer Maxey, support by Vice Chair Earl
Treasurer Maxey commented that the Director is doing a great job of running the Library especially during the pandemic.

All in favor said: Aye There were none opposed.

Motion Passes

- XI. New Business – The board discussed the prospect of having a Story time or some way for youth to visit with Santa outside behind a plastic barrier
- XII. Old Business – none
- XIII. Action Items:
- a. Motion to table the proposal for security vote to the December meeting by Trustee Richardson. Supported by Treasurer Maxey. All in favor said: Aye none opposed.
 - b. Motion to table the Pavilion Proposal until the December meeting made by Trustee Richardson, Supported by Vice Chair Earl. All in favor said Aye. None opposed.
- XIV. Board Comments
- Trustee Richardson wished everyone a safe and happy holiday. Treasurer Maxey also asked everyone to be happy and have a Happy Thanksgiving and pay attention to the government's guidelines and the state of the pandemic. Vice Chair Earl said stay safe, happy holidays and make sure you celebrate life and tell everyone you love them while you can. Chair Hatchett mentioned a newsletter that encouraged her to write down what you are thankful for the positive things that are happening.
- XV. Adjournment
- Motion to adjourn by Vice Chair Earl , Second by Trustee Richardson
- All in favor said Aye none opposed. Meeting adjourned.