

PONTIAC PUBLIC LIBRARY BOARD MINUTES

October 22, 2020

- I. Roll Call
 - a. Treasurer Maxey, Trustee Richardson, Trustee DuVall, Chair Hatchett. A quorum was present.
- II. Approval of Agenda

Chair Hatchett wanted to remove the Security RFP as an action item to give the board time to look over the proposals.

Trustee Richardson moved to approve agenda with the correction, Trustee DuVall 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 Trustee Richardson, Support by Trustee DuVall.
All in favor said: Aye. There were none opposed.
Motion Passes
- VI. Special Presentation by Jermaine Branner Proposal for Community Cuisine Park. He has partnered with Mike Covington from Oakland University. They both own food trucks. Another partner in the proposal is Angelo Taylor. The group wants to rent the Pavilion long-term and offer rental of the commercial kitchen by local chefs. They also want to allow food trucks to park in the library lot.

The board asked questions and invited the group to do a presentation and detailed proposal for the November meeting.

- VII. Finance Report

Budget to Actual (July through September 2020)
Gross Revenue: \$569,870.14
Total Expense: \$234,060.31
Net Income: \$335,809.83
From Balance Sheet
Total Assets - \$1,744,035.91
Total liabilities and equity - \$1,744,035.91

There was discussion regarding the Accountants set of books and the Library Director's. A memo would be sent to the board with an explanation and the up to date balance sheet prior to the next board meeting.

Motion to accept the financial report with correction forthcoming by Treasurer Maxey supported by Trustee Richardson

Roll Call: Treasurer Maxey, Trustee Duvall, Trustee Richardson, Vice Chair Earl and Chair Hatchett. Motion Passes
- VIII. Chair Report

None
- IX. Director's Report

Security Proposals are at the library and have been scanned and emailed to the board. Prudential's rate 21.30/hr 32.18/hr holiday or overtime, and Securitas 22.70/hr 34.05/hr holiday or overtime.

Saturday October 31, 2-5pm the library is holding a large giveaway of toys, books, candy, and Sportport Playkit equipment. Welcome MBC is giving away school supplies. There will also be a DJ and decorations and staff in costume. Other organizations are also invited to give away items. Trustee Richardson asked about a beverage for the giveaway menu.

Instead of a parade the Holiday Extravaganza plans to do a drive through. The library plans to have costumed characters standing in front of items on loan from the Detroit Parade Company such as stack of books and building blocks (approx.. 10 ft tall). The library is planning to donate bookmarks and candy enough for 3000 goodie bags.

The library's new app is live on Google Play Store of the Apple App store. The Director went over the Pontiac Library Mobile App with the board.

The Director explained the library process for the bookkeeping where the Director handles the day to day bookkeeping and the Accountant performs the monthly reconciliations. The library uses Quickbooks and the two shares a copy of the bookkeeping file each month. She assured the board that there would be a meeting regarding the balance sheet. She then reminded the board about the work on the annual audit and the plan to be finished by November meeting. She also mentioned that the check from the United Way has not come but the library has been running the program for which the grant was to be awarded.

Motion to accept director's report by Trustee Richardson, support by Vice Chair Earl Roll Call: Treasurer Maxey, Trustee Richardson, Vice Chair Earl, Trustee Duvall, Chair Hatchett: all voted yes
Motion Passes

X. New Business -none

XI. Old Business – none

XII. Action Items: tabled till November

XIII. Board Comments

Treasurer Maxey wants to use the porch of the Library to give tributes to Veterans. Trustee Duvall mentioned the Oakland University Business Incubator in Downtown Pontiac. Contact mwlong@oakland.edu for the Pontiac Oakland University Business Incubator, Trustee Richardson urged everyone to stay safe. Vice Chair Earl is hosting a giveaway at Mattie Hatchett Park Oct. 25, 5-7 at 135 Perkins St. Chair Hatchett mentioned the cost comparison between Trion \$8,880.76 and Paycor \$3,406. She wants it added to the agenda for next month. Trustee Duvall wants the Director to ask Trion if they can lower their quote. The Secretary Rutherford has just lost her brother and lost her grandfather within the last month and Trustee Duvall asked the board to pray for the family. Chair Hatchett suggests the board give the Director a guideline for spending for sending sympathy flowers in the future.

XIV. Adjournment

Motion to adjourn by Trustee Duvall Second by Trustee Richardson

All in favor said Aye none opposed. Meeting adjourned.