

PONTIAC PUBLIC LIBRARY BOARD MINUTES

March 25th, 2021

- I. Roll Call
Chair Hatchett – Here, Treasurer Maxey – Here, Trustee Duvall – Here, Trustee Richardson – Here, Vice Chair Earl – Here, Secretary Rutherford – Here
- II. Approval of Agenda
Motion to approve by Secretary Rutherford, support by Vice Chair Earl

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion passed
- III. Moment of Silence
- IV. Public Comment - none
- V. Approval of Minutes
Motion to approve by Secretary Rutherford, Support by Vice Chair Earl

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed
- VI. Financial Report
Property tax Revenue - \$639,331.21
Grant Revenue - \$20,000
Total Revenue - \$782,352.81
Net Income - \$153,993.21
Total Fixed Assets - \$1,568,004.89

Motion to approve financial report by Secretary Rutherford, support by Vice Chair Earl

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed
- VII. Chair Report
none
- VIII. Director's Report

Director asks the Board to agree to renewal on Landscaping services and made the Board aware of the invoice for painting the exposed walls following the removal of metal shelving from the Adult Nonfiction Section of the Collection.

Secretary Rutherford made a motion that covered giving Director Green approvals to both renew the landscaping contract and get the painting done. Support by Vice Chair Earl.

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed

Pontiac Public Library has started a YouTube page to share the meetings and online programming the Library has accumulated.

Electrical work is scheduled on the Pavilion on March 26th.

Motion to approve Director's report was made by Secretary Rutherford, supported by Treasurer Maxey

Grab and Go service and Computer use was started on March 22nd. The library is subject to building capacity limits and there are not in person programs nor meeting rooms available.

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed

IX. Old Business

Report from Pavilion Committee – Met with Community Cuisine LLC. Jermaine Branner would like to remove the fencing around the pavilion and is discussing plans with contractors.

Secretary Rutherford would like to get all pavilion improvements done at once instead making improvements over time.

Vice Chair Earl and trustee DuVall stated that the full expense was not set aside by the library and Community Cuisine would be shouldering additional expense beyond the list that was provided. The wish list items totaled \$30,000.

Chair Hatchett was concerned about the security plan for the pavilion in regards to taking down the fencing. Secretary Rutherford shared that concern.

Angelo had a contingency plan that a more appealing type of fence or security if the current fence is removed and agreed it should be provided to the Board on paper in the future.

The Board agreed to give Director Green the authority to make the draws on the allocated pavilion funding as it falls under the day to day expenditures that she would normally oversee.

Jermaine Branner will be the contact from Community Cuisine LLC for Director Green to contact in regards to the related expenditures for the Pavilion.

Motion to amend the budget for \$30k for the pavilion project, support by Trustee DuVall

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed

Motion to approve itemized expense list to get Director Green authority to draw on budgeted amount for pavilion project, support by Trustee DuVall.

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Motion Passed

Chair Hatchett was concerned on the increased cost of utilities and if it would be offset enough by the rent from Community Cuisine.

Motion to have lease reviewed by the Library attorney and sign the lease with changes if the attorney suggests changes. Supported by Trustee DuVall

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – Abstain

Motion Passed

X. New Business

XI. Board Comments

Vice Chair Earl asked for prayers for his family for the passing of his grandmother. Secretary Rutherford thanked the Board for reaching out to her during her health scare. Trustee Richardson wished everyone stayed safe. Trustee DuVall is working with committees on a Hubert Price symposium with the Greater Pontiac Coalition. Chair

Hatchett thanked the sub-committee on getting the Pavilion program taken care of and asked people to touch base with her if they need to find a place to get the vaccine.

XII. Adjourn

Motion to adjourn by Treasurer Maxey, support by Secretary Rutherford.

Roll call: Chair Hatchett – yes, Treasurer Maxey – yes, Trustee Duvall – yes, Trustee Richardson – yes, Vice Chair Earl – yes, Secretary Rutherford – yes

Meeting adjourned.

DRAFT