

# PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

July 28<sup>th</sup>, 2021 @ 5:30pm

## Pontiac Public Library Auditorium

### I. Call Meeting to Order

- a. **Present:** Chairperson Hatchett, Vice-Chair Earl, Secretary Rutherford, Trustee Richardson
- b. **Absent:** Treasurer Maxey (absent with approval), Trustee DuVall

### II. Moment of Silence

### III. Approval of Agenda

Vice-Chair Earl made a motion to approve the agenda, supported by Secretary Rutherford. There was discussion from trustee Richardson regarding adding discussion about a change of service for lawn services for the library to the agenda.

Vice-Chair Earl withdrew the motion on the floor and trustee Richardson made a motion to amend the agenda by adding a discussion about the change of vendors for lawn services for the library, supported by Secretary Rutherford.

A voice vote was taken by chairperson Hatchett. "All those in favor, say "Aye": Vice-Chair Earl – Aye, Chairperson Hatchett – Aye, Secretary Rutherford – Aye, Trustee Richardson – Aye  
Motion Passes

Vice-Chair Earl made a motion to approve the agenda as amended, supported by Secretary Rutherford.

A voice vote was taken by chairperson Hatchett. "All those in favor, say "Aye": Vice-Chair Earl – Aye, Chairperson Hatchett – Aye, Secretary Rutherford – Aye, Trustee Richardson – Aye  
Motion Passes

### IV. Approval of June 24<sup>th</sup> 2021 Budget Hearing Minutes

Vice-Chair Earl made a motion to approve the June 24<sup>th</sup>, 2021 Budget Hearing Minutes, supported by Secretary Rutherford.

A voice vote was taken by chairperson Hatchett. "All those in favor, say "Aye": Vice-Chair Earl – Aye, Chairperson Hatchett – Aye, Secretary Rutherford – Aye, Trustee Richardson – Aye  
Motion Passes

**V. Approval of June 24<sup>th</sup>, 2021 Meeting Minutes**

Vice-Chair Earl made a motion to approve the June 24<sup>th</sup>, 2021 Meeting Minutes, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – abstain,  
Motion fails

**VI. Public Comment**

No Public Comments

**VII. Financial Report**

Mr. Harden, the library's accountant, presented the financial report starting with the profit and loss budget vs actual for July 2020 thru June 2021

Total Revenue – \$886,932.60  
Total Expenses – \$972,172.34  
Net Loss – \$85,239.74

Secretary Rutherford made a motion to accepts the Finance Report as read, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Trustee Richardson – Yes, Secretary Rutherford – Yes  
Motion Passes

**VIII. Chair's Report**

Vice-Chair Earl gave an update on the Lint Pocket project. Chairperson Hatchett spoke about the Summer Reading Kickoff event. She also discussed concerns she has with the library's current lawn service provider.

Secretary Rutherford made a motion to approve the Chair's Report as read, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Motion Passes

**IX. Interim Director's Report**

The Interim Director gave an update on the installation of the pavilion kitchen equipment and the repairs needed to bring the pavilion up to code. He also gave an update on upcoming library assistant job postings, the status of the non-functioning

elevator, repairs performed in the building over the past 30 days and repairs still needed.

Secretary Rutherford made a motion to approve the Interim Director's Report as read, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Motion Passes

**X. Pontiac Library / Pancake Pavilion Beautification Proposal**

Vice-Chair Earl and Karen Jorgensen presented a proposal to beautify the library grounds using donations of materials and volunteers from Oakland University.

Vice-Chair Earl made a motion to approve the beautification portion of the proposal presented by himself and Karen Jorgensen, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Motion Passes

**XI. 2021 Woodward Dream Cruise Committee**

A committee was established for Woodward Dream Cruise activities at the library.

**XII. Approval of Bookkeeper Services Agreement**

Secretary Rutherford made a motion to approve the Bookkeeper Services Agreement, supported by Vice-Chair Earl. Discussion took place from Trustee Richardson regarding what had been done in the past as far as the length of time of the bookkeeper's contract. Discussion took place from Secretary Rutherford regarding the accountant's past work and accomplishments and stated she was in agreement with the new contract.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – abstain,  
Motion Fails

Chairperson Hatchett stated that although the motion failed, she would operate as if it passed by paying the accountant the increased amount for July and August and placing the item for approval on the agenda for the next meeting.

**XIII. Review and Approval of Library Director Job Description and Salary**

Discussion took place regarding the salary for the Library Director Job posting. \$60,000 per year was suggested, however, further discussion revealed that this amount may not

be sufficient and that salary survey of class VI library director salaries should be done in order to determine the proper amount.

**XIV. Board Member Comments**

**XV. Adjournment**

Trustee Richardson made a motion to adjourn the meeting, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,

Motion Passes