

# PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

November 29<sup>th</sup>, 2021 @ 5:30pm

## Pontiac Public Library Auditorium

**I. Call Meeting to Order**

**II. Moment of Silence**

**III. Approval of Agenda**

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Treasurer Maxey – Yes  
Motion Passes

**IV. Approval of October 28<sup>th</sup>, 2021 Minutes**

Secretary Rutherford made a motion to approve the October 28<sup>th</sup> meeting minutes,  
supported by Treasurer Maxey.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Treasurer Maxey – Yes  
Motion Passes

**V. Public Comment**

No Public Comments

**VI. Financial Report**

Mr. Harden, the library's accountant, was unavailable to present the financial October  
financial report.

**VII. Library Property Appraisal Presentation**

Judy Thomson-Torosian of the Michigan Municipal League presented the library's  
property appraisal report.

**VIII. African American Veteran's Museum Proposal**

Treasurer Maxey presented a proposal for an African American Veteran's Museum to be  
housed in the library.

Chairperson Hatchett stated that a three-member committee that includes Mr. Maxey is  
needed to discuss and iron out the details of the proposal.

Trustee Richardson made a motion to formulate a subcommittee to review and plan for  
a designated area to display military photos in the Pontiac Public Library, supported by  
Secretary Rutherford

During discussion of the motion, Chairperson Hatchett stated that she didn't want the display to be limited to photos. She suggested that the library purchase a cabinet to display African American Veteran artifacts.

Trustee Richardson rescinded the motion on the floor.

Trustee Richardson made a motion to formulate a subcommittee to look at a display for the veterans for the photos and artifacts combined in order to display at the Pontiac Public Library not limited to photos or artifacts, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes,  
Motion Passes

#### **IX. Chair's Report**

Chairperson Hatchett asked Trustee Richardson to talk about a recorder she was recommending for the board meetings. She also stated that a decision needed to be made regarding the Pavilion equipment that needs installing. She asked Trustee Richardson if she would take the lead on the project and she agreed.

Trustee Richardson made a motion to approve the Chair's Report as read, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes,  
Motion Passes

#### **X. Interim Library Director's Report**

The interim library director reported that Steve Cartier of Lee Contracting came to the pavilion and did another walkthrough. One of his associates who was assigned to work with him on quoting the equipment installation in the pavilion became ill which caused a delay in generating the quote. The interim director also reported that the library staff was preparing for the upcoming holiday extravaganza and summarized activities. He then reported that although the Library Director position was posted with no inquiries as of yet, the board has not taken the necessary actions to prepare for the next step of reviewing resumes, interviewing candidates, etc., and urged them to do so by creating a director search committee. He also reported a plumbing issue on the lower level of the library.

Trustee Richardson made a motion to approve the Interim Director's Report as read, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes  
Motion Passes

**XI. Action Items**

**a. Crown Contracting Roof Repair Proposal Approval**

Secretary Rutherford made a motion to approve the Crown Contracting Roof Repair proposal, supported by Treasurer Maxey.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – No  
Motion Passes

**b. Pontiac Public Library Property Appraisal Approval**

Secretary Rutherford made a motion to approve the Pontiac Public Library Property Appraisal, supported by Treasurer Maxey.

Trustee Richardson stated that the amount listed on the property appraisal for the contents of the pavilion should be increased from \$5,000 to \$10,000 due to the value of equipment that was recently purchased.

Secretary Rutherford made a motion to amend the motion by adding to the end of the motion the words “with an increase to \$10,000 for the amount listed for the contents of the pavilion”, supported by Trustee Richardson.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes  
Motion Passes

**XII. New Business**

**a. Pontiac Universal Crimes Meal Giveaway**

Trustee Richardson made a motion to approve the use of the Library parking lot for the Pontiac Universal Crimes organization to conduct their Christmas day meal giveaway, supported by Treasurer Maxey.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes  
Motion Passes

**b. Holiday Luncheon for Library Staff**

Secretary Rutherford stated that she thought that the library staff should be given a holiday party.

Trustee Richardson suggested that Earvin Walker of Walker’s Traveling Barbecue could cater a lunch for the staff for the holiday.

Trustee Richardson made a motion to have a meal catered for the staff for the holiday season, supported by Treasurer Maxey.

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Treasurer Maxey – Yes,  
Trustee Richardson – Yes  
Motion Passes

**XIII. Board Member Comments**

- a. Treasurer Maxey stated he appreciated everyone being here so that we could move business forward. Excellent meeting, thank you much.
- b. Secretary Rutherford reminded everyone to stay safe as Covid-19 numbers continue to rise.
- c. Chair Hatchett – No comments
- d. Trustee Richardson announced the Oakland County Pioneer and Historical Society's Open House and invited everyone to attend.

**XIV. Adjournment**

Trustee Richardson made a motion to adjourn the meeting, supported by Treasurer Maxey

Roll Call: Chair Hatchett – Yes, Secretary Rutherford – Yes, Trustee Richardson – Yes,  
Treasurer Maxey – Yes  
Meeting Adjourned