

# PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

September 9<sup>th</sup>, 2021 @ 5:30pm

## Pontiac Public Library Auditorium

### I. Call Meeting to Order / Roll Call

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

### II. Moment of Silence

### III. Approval of Agenda

Trustee Richardson made a motion to approve the agenda with a change, the change being item number 10 (Prince and Princess Tea Party) would be moved up the agenda and become item number 6, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Trustee Richardson – Yes, Treasurer Maxey – Yes

Motion Passes

### IV. Approval of July 28<sup>th</sup>, 2021 Minutes

Trustee Richardson made a motion to approve the July 28<sup>th</sup> meeting minutes, supported by Vice-Chair Earl.

Treasurer Maxey discussed having the words “absent with approval” added to the July 28<sup>th</sup> minutes next to his name. Treasurer Maxey made a motion to amend the current motion with the added words being the amendment, supported by Vice-Chair Earl

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Trustee Richardson – Yes, Treasurer Maxey – Yes

Motion Passes

### V. Approval of August 12<sup>th</sup>, 2021 Special Meeting Minutes

Trustee Richardson made a motion to approve the August 12<sup>th</sup> special meeting minutes, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Trustee Richardson – Yes, Treasurer Maxey – Yes

Motion Passes

**VI. Prince and Princess Tea Party – Bonnie and Marlene**

Early Literacy librarian, Bonnie B. and Executive Administrative Assistant, Marlene M. gave a presentation on their plans and preparations for the upcoming Prince and Princess Tea Party event.

**VII. Public Comment**

No Public Comments

**VIII. Financial Report**

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

Total Revenue – \$92,826.47  
Total Expenses – \$73,522.29  
Net Income - \$19,304.18  
Net Loss – \$23,194.11

Vice-Chair Earl made a motion to accept the Financial Report as read, supported by Treasurer Maxey

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

**IX. Chair's Report**

Chairperson Hatchett informed the other board members that they needed to sign up for a time slot with the attorney from Michigan Municipal League. The attorney planned to meet with each board member individual.

Chairperson Hatchett then discussed communications she received from other board members regarding the canceling and rescheduling of library board meetings. She explained that she cancels and reschedules the meeting after she has been informed that no quorum will be present for the meeting. She asked for direction from the board as to how they would like her to handle the issue going forward. After discussion, Chairperson Hatchett instructed the interim director to contact each board member the Monday before the regularly scheduled Thursday meeting and ask if they are available and will be attending the board meeting.

Trustee Richardson 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, Treasurer Maxey – Yes, Trustee Richardson – Yes,  
Motion Passes

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

The interim library director reported on Job Link students who are working at the library participating in Job Link's year-round program. As a result, he will reevaluate staffing needs for the immediate future. He also reported that Consumers Energy discovered a small gas leak during a meter reading and had to turn off the gas to the library building in order to fix it. He reported that the library received a donation from a patron in the amount of \$4,375.00. Lastly, he reported on the attendance and other details of the Dream Cruise and Summer Reading conclusion party events. He also announced the free hair-cutting program as well as activities for library card sign up month.

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

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Treasurer Maxey – Yes, Trustee Richardson – Yes  
Motion Passes

**XI. Young Flyer Class Program and Curriculum – Trustee Richardson**

Trustee Richardson presented information about a STEM program by Barrington Irving, who is the first African American to fly around the world solo, for children to learn to fly and recommended that the library get engaged. Chair Hatchett asked that a formal presentation be made by someone involved in administering the program.

**XII. Action Items**

**a. Discussion of Library Director Salary Survey and Approval of Salary for Library Director Job Posting**

Trustee Richardson stated that the board should consider the revenue of the libraries on the salary survey in relation to their library director's salary. Chairperson Hatchett stated that we also have to pay a competitive salary in order to get well-qualified candidates. Vice-Chair Earl stated that he personally didn't see anyone coming to work for this library for under \$80,000 per year.

Vice-Chair Earl made a motion to approve a director's salary of a minimum of \$80,000 with insurance and benefits, supported by Treasurer Maxey.

Discussion took place regarding whether insurance should or shouldn't be included in the salary as well as which specific benefits should be offered. Trustee Richardson suggested establishing a salary range as opposed to one specific salary amount.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Treasurer Maxey – Yes, Trustee Richardson – No  
Motion Fails

Trustee Richardson made a motion to approve a director's starting salary of \$70,000 with a salary range being \$70,000 to \$85,000.

Motion Fails for lack of support

Chairperson Hatchett said the issue would be added to the agenda for the next meeting.

**XIII. Board Member Comments**

- a. Treasurer Maxey stated that he wanted to take this opportunity to present to the board an initiative to establish the first African American museum in Oakland County called Aces, a national organization. This museum would be the first in Michigan to showcase history of African American soldiers who greatly contributed to the United States military. Mr. Maxey stated that he would like to present the full proposal at the next board meeting. Chairperson Hatchett stated she would add the proposal to the agenda.
- b. Vice-Chair Earl recognized General Motors and the Community Housing Network for work with Shirley Park, Murphy Park, and Mechanic Park. He announced a cleanup that was to take place September 11<sup>th</sup> in district 7.
- c. Chair Hatchett – No comments
- d. Trustee Richardson announced that the library still has “Free Little Library’s” available to anyone who is interested in having one at their home or in their park.

**XIV. Adjournment**

Trustee Richardson made a motion to adjourn the meeting, supported by Vice-Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice-Chair Earl – Yes, Trustee Richardson – Yes, Treasurer Maxey – Yes  
Meeting Adjourned