

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

December 16th, 2021 @ 5:30pm

Pontiac Public Library Auditorium

I. Call Meeting to Order / Roll Call

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

Chairperson Hatchett asked that the meeting minutes for this meeting reflect that the 3 newly elected board members were present and on time.

II. Moment of Silence

III. Approval of Agenda

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

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

IV. Approval of November 29th, 2021 Meeting Minutes

Secretary Rutherford made a motion to approve the November 29th meeting minutes, supported by Treasurer Maxey.

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

V. Public Comment

No Public Comment

VI. Audit Presentation – Gregory Terrell and Company

Mr. Harden, the library's accountant informed the Board that the auditor, Gregory Terrell and Company, were not available to present the library's financial audit and that the Board will need to schedule a special meeting for the presentation and approval of the audit before December 31st.

Chairperson Hatchett scheduled a special meeting for Monday, December 20th, 2021 at 5:30pm for the review and approval of the library's financial audit.

VII. Flying Classroom Proposal – Megan Bertrand (Virtual Presentation)

Megan Bertrand was unavailable to give the presentation. Chairperson Hatchett requested Trustee Richardson to follow up with Ms. Bertrand for a presentation at the January meeting. Trustee Richardson agreed.

VIII. Financial Report

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

Total Revenue – \$718,301.00
Total Expenses – \$396,406.98
Net Income – \$321,894.02

Trustee Richardson asked the accountant for an itemized list of library staff and their wages. The accountant suggested using a payroll register and attempted to clarify what parameters trustee Richardson wished to use for the payroll register report. Trustee Richardson asked the accountant if she and Chairperson Hatchett could meet with him and discuss it further. Secretary Rutherford questioned the purpose of looking at and discussing this information. She also asked to be present when Trustee Richardson, Chairperson Hatchett, and the accountant have this discussion. Chairperson Hatchett agreed.

Chairperson Hatchett asked the account where on the balance sheet could she find the amount of money the library could safely invest. The accountant informed Chairperson Hatchett that the library’s general checking account currently has \$1,085,069.79 and that’s where a determination would be made as to how much of those liquid funds should be invested. Chairperson Hatchett then asked the accountant if there was any way he could give the Board an idea of how much money from the general checking account could be invested. The accountant said he could do an analysis and make a recommendation. The account agreed to do the analysis and have it available for the January meeting.

Secretary Rutherford made a motion to approve the financial report, supported by Treasurer Maxey.

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

IX. Chair’s Report

No Report

X. Interim Library Director's Report

The interim library director reported on the Holiday Extravaganza event. There were 260 in attendance. He also reported that the lighting has failed in the elevator and that he was in the process of obtaining a quote to switch out the florescent lighting for LED lighting. He reported that 2 contractors (Lee Contracting and Hayes Construction) came to the Pancake Pavilion to gather information on the work that needed to be done and to inspect the equipment that needs to be installed. A list of the purchased commercial kitchen equipment that is awaiting installation was provided to both contractors. Lee Contracting noticed that there was no natural gas supply for the Pavilion and noted that a large propane tank would be necessary to supply gas to the equipment. Steve Cartier of Lee Contracting said he would attempt to send a quote to the library in a week's time.

Trustee Richardson commented that Reginald Hayes spoke with someone at Oakland County who handles inspections and also plans to make arrangements to move the equipment out of the weather and into the Pavilion and also replace some ceiling tiles. Trustee Richardson stated that Mr. Hayes would be submitting a proposal in the next day or so. Trustee Richardson also stated that Mr. Hayes had already spoken to the Oakland County inspector who originally inspected the Pavilion as well as someone from the City of Pontiac to ensure everything that needed to be done would be done.

Secretary Rutherford asked if any RFPs had been issued for this project. The interim library director informed her that no RFPs had been issued. Secretary Rutherford then asked if it was correct that no one should be speaking to Oakland County or to the City on the Library's behalf if no RFPs have been issued. The interim library director reiterated that no RFPs had been issued. Secretary Rutherford stated that if a contractor begins talking with Oakland County or the City on behalf of the library about a job or project at the library, they may feel that the job is guaranteed to be given to them. In order to be fair and impartial, no contractor should be speaking to the City about the job until they have been selected to do the job.

Treasurer Maxey reiterated and agreed with Secretary Rutherford's statements.

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

Chairperson Hatchett stated that she would like to see a small support group put together to help with the Holiday Extravaganza because the trolley would not have been decorated for the parade if Trustee Richardson hadn't gone to the dollar store and purchased decorations. Chairperson Hatchett also stated that the library needs to do a better job of advertising the trolley so that more children ride in it.

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

Motion Passes

XI. Old Business

Trustee Richardson reminded everyone that the library has a decorated Christmas tree on display at 91 N. Saginaw St. and that it is part of a contest called the Festival of Trees. There are several trees in the contest and the organization with the tree that receives the most votes wins \$500. Trustee Richardson reminded everyone to vote for the library's tree.

XII. Board Member Comments

- a. Treasurer Maxey congratulated the newly elected board members on their new positions. He also encouraged them to be involved and active on the board. He wished everyone a happy holiday.
- b. Vice-Chair Earl wished everyone a happy holiday. Chairperson Hatchett informed him that he has a Christmas gift at the library and encouraged him to pick it up.
- c. Chair Hatchett – No comments
- d. Trustee Richardson reminded everyone that Pontiac Universal Crimes would be in the library's parking lot on Christmas day providing meals to people in the community. She also announced that there would be a donation box at the entrance of the library the Saturday before Christmas for people to drop off donations for children.
- e. Secretary Rutherford congratulated the newly elected board members as well as the re-elected board members and wished Vice-Chair Earl well on his endeavors.

XIII. Adjournment

Secretary Rutherford made a motion to adjourn the meeting, supported by Treasurer Maxey.

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