

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

January 27th, 2022 at 5:30pm

Pontiac Public Library Auditorium

I. Call Meeting to Order

- a. **Present:** Trustee Mattie Mckinney Hatchett, Trustee Yvette Brinker Marion, Trustee Angela Allen, Trustee Shanell Weatherspoon, Trustee Melanie Rutherford, Trustee Rosie Lance Richardson

II. Moment of Silence

III. Approval of Agenda

Trustee Melanie Rutherford made a motion to approve the agenda as so wrote, supported by Trustee Shanell Weatherspoon

Motion Passes by unanimous consent

IV. Approval of December 16th, 2021 Meeting Minutes

Trustee Melanie Rutherford made a motion to approve the December 16th meeting minutes.

Motion Passes by unanimous consent

V. Approval of December 20th, 2021 Special Meeting Minutes

Trustee Melanie Rutherford made a motion to approve the December 20th special meeting minutes.

Motion Passes by unanimous consent

VI. Public Comment

Sabrina Simpson Martin made comments (via Zoom) regarding the Library being open on Sundays. She stated that she works for the Pontiac School District and stated that when students need to go to the library on Sundays, they have to travel to a different community because Pontiac Library doesn't open on Sundays.

VII. Financial Report

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

Total Revenue – \$721,858.99
Total Expenses – \$478,777.73
Net Income – \$243,081.26

During the presentation of the financial report, trustee Melanie Rutherford asked if the money that was set aside in the past for investing was still available to invest. Mr. Harden stated that he was given the task to make a recommendation on how much excess cash could be invested and that his recommendation would come later in his report.

After Mr. Harden completed the presentation of the financial report, he explained that his recommendation on how much cash to invest was determined by looking at what the library's operating cash balances were throughout the year and looking at the balance sheet and actual expenses in cash balances in each month of operation. He also looked at what the cash balance was as of January and what the library's projected expenses would be for each month going forward through the end of the year to see what the effect of our drain on cash would be based on operating expenses. Based on that analysis, our lowest projected cash balance would be approximately \$596,000. As such, Mr. Harden recommends spending as much as \$500,000.00 in an investment of cash contingent upon it being a liquid investment and would not create a penalty based on early withdrawal and that it not be volatile, meaning that it should be either moderate or conservative and not subject to large swings of gains or losses.

VIII. Past Chair's Report

No Report

IX. Interim Library Director's Report

Elevator Update – Larner Elevator was contacted to look at and possibly repair the lighting in the elevator. They will provide a contract to be signed before they commit to performing any repairs on the elevator. Once a contract is signed, an appointment will be scheduled.

Library Board of Trustees binders were updated with the PPL Professional Development policy, the Open Meetings Act Handbook, and the Library Privacy Act.

The Oaths of Office have been delivered to and are on file in the City Clerk's Office.

Library Email Addresses – A consensus was requested from the board as to whether one general email address should be used for the entire board or 6 individual email addresses should be created to provide 1 per board member. The majority of the board was in favor of using one general email address.

The Teen Snowflake Ball was announced.

X. Special Orders - Nominations for Library Board Officers

After the nominations and voting took place, the newly elected officers of the Pontiac Public Library Board of Trustees are as follows:

Chairperson – Rosie Richardson
Vice-Chair – Yvette Brinker Marion
Secretary – Melanie Rutherford
Treasurer – Mattie Hatchett
Trustee – Angela Allen
Trustee – Shanell Weatherspoon

XI. Unfinished Business

Pavilion Proposal

Chairperson Richardson made a motion to postpone the review and the voting on the proposal for the Pavilion until the next board meeting, supported by Secretary Rutherford.

Motion passed by unanimous consent

Bathrooms

The Interim Director explained the status of the repair of the bathrooms on the lower level that are currently out of order.

Trustee Weatherspoon made a motion to have the bathrooms repaired as soon as possible, supported by Secretary Rutherford.

Secretary Rutherford suggested getting a timeline from whatever company agrees to repair the bathrooms.

Motion passed by unanimous consent

Board Laptops - Return / Buyouts / Purchase

Secretary Rutherford made a motion to give the previous board members who possess laptops that are the property of the Pontiac Public Library 30 days to return them, supported by Trustee Weatherspoon.

Motion passed by unanimous consent

XII. Check Presentation to the Library

Presented a monetary donation in the form of a check to the library as well as offered some ideas on community engagement with the library. She also informed the board of her qualifications and background and offered her support to the library.

XIII. Library Director Candidate

The Interim Library Director announced that there is a candidate for the Library Director position and that the candidate's resume and other documents are in each board members' packet.

Vice-Chair Brinker Marion made a motion to postpone the discussion of the library director position until the next meeting, supported by Secretary Rutherford.

Trustee Weatherspoon stated that she reviewed the candidate but would like to get more candidates.

Motion passed by unanimous consent

Trustee Weatherspoon made a motion to have the Chair appoint a subcommittee to recruit additional library director candidates, supported by Treasurer Hatchett.

Motion passed by unanimous consent

Chairperson Richardson appointed a subcommittee to work with her as well as the interim library director to recruit more candidates for the library director position. The members of the subcommittee are Trustee Allen, Treasurer Hatchett, and Vice-Chair Brinker Marion. Chairperson Richardson stated she would set dates for the subcommittee meeting at a later date.

XIV. FosterSwift Hourly Billing Rate Increase

Secretary Rutherford made a motion to postpone the review and discussion of the FosterSwift hourly billing rate increase until the next meeting, supported by Chairperson Richardson.

Motion passed by unanimous consent

XV. Board Member Comments

- a. Chairperson Richardson stated to all new that she was excited about making some improvements to what can be done to serve the public. She also stated that she was thankful for everyone and that we're moving forward and asked for a round of applause for the parliamentarian who presided over the meeting.
- b. Vice-Chair Brinker Marion stated that she was ecstatic about what was about to happen for the Pontiac Public Library and that she was grateful for the opportunity to serve. She also stated that she hoped that the board could work together well and be respectful of one another and focus on moving the library forward.
- c. Secretary Rutherford acknowledged everyone on the board and stated that she believed the board, the City of Pontiac, and the library is in good hands. She also apologized for missing the library board orientation a week prior, due to a family emergency. She also wanted to clarify that her position on the City council is not incompatible with her position on the library board and therefore can legally serve in both roles.

- d. Treasurer Hatchett stated that she is looking forward to working with the new board members, especially the younger ones because it's almost time for the people like her to pass it on, but she's glad she has the opportunity to serve with the younger people in order to train and teach them. She also thanked the board for showing confidence in her to be the treasurer. She also wanted the board to think about whether or not they wanted to have a meal at the board meetings like before.
- e. Trustee Weatherspoon stated that she would like to see the library have a strategic plan that the board works from that spans beyond the current board's tenure so that there is a roadmap of where the board wants to take the library.
- f. Trustee Allen stated that she was excited to work with everyone and that she is ready to hit the ground running.

XVI. Adjournment

Meeting was adjourned