

# PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

February 24<sup>th</sup>, 2022 at 5:30pm

## Pontiac Public Library Auditorium

### I. Call Meeting to Order

- a. **Present:** Chairperson Rosie Lance Richardson, Vice-Chair Yvette Brinker Marion, Trustee Angela Allen, Trustee Shanell Weatherspoon, Secretary Melanie Rutherford
- b. **Absent:** Treasurer Mattie Hatchett

### II. Moment of Silence

### III. Approval of Agenda

Secretary Rutherford made a motion to approve the agenda as so wrote, supported by Vice-Chair Brinker Marion

Roll Call: Chairperson Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes, Secretary Rutherford – Yes  
Motion Passes

### IV. Approval of January 27<sup>th</sup> Meeting Minutes

Roll Call: Chairperson Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes, Secretary Rutherford – Yes  
Motion Passes

### V. Public Comment

Elida Reyes made comments regarding programs and activities she feels should be offered at the library. The programs and activities suggested were tutoring for school-aged students in the summer, an LGBTQ+ support group, an overeaters anonymous group, a walking program and an ESL (English as a Second Language) program.

### VI. Financial Report

Mr. Harden, the library's accountant, presented the financial report starting with the profit and loss budget vs actual for January 2022

Total Revenue – \$735,232.42  
Total Expenses – \$544,631.52  
Net Income – \$190,600.90

Due to unforeseen circumstances regarding a technical difficulty, Secretary Rutherford made a motion to adjust the agenda to move forward with the meeting and return to the financial report later in the meeting, supported by Trustee Weatherspoon

Roll Call: Chair Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes, Secretary Rutherford – Yes  
Motion Passes

## **VII. Unfinished Business**

### **a. Pavilion Proposal - Review**

Reginald Hayes of *RL Hayes LLC and Associates* presented a proposal for the installation of kitchen equipment for the Pavilion.

Trustee Weatherspoon asked if all of the items cited for repair on the Oakland County inspection report actually needed repairing due to the fact that a business is no longer moving into the Pavilion. Mr. Hayes responded saying generally that Oakland County wants everything cited for repair to be fixed regardless.

Mr. Hayes also stated that although the RFP calls for the work to be completed in 30 days, the application to the health department generally takes longer than 30 days to get approved. He stated that “technically, no work is supposed to start until they approve the application”.

Secretary Rutherford asked Mr. Hayes if he was legally bonded to work in the State of Michigan. Mr. Hayes responded “Yes... Bonded is a different question...”

Secretary Rutherford posed a question to Chairperson Richardson asking if there would be a full walkthrough from the County before the Pavilion contract is awarded to anyone to insure that there is no other work that needs to be done.

Secretary Rutherford asked Mr. Hayes if he had examples of his work that the Board could look at. She also asked if the cost quoted in Mr. Hayes’ proposal included supplies and labor. Mr. Hayes responded saying he would be providing the equipment, materials, and the manpower. He stated that he can provide his work history to the Board through email and also named several businesses downtown where he’s done work.

Vice-Chair Brinker Marion asked what, in the proposal, does the “facility system upgrade” consist of if it’s not HVAC? Mr. Hayes explained that the air supply in the building will need to be reviewed which means the City of Pontiac would have to come and evaluate the air supply and produce a report. If the City of Pontiac finds no issues, then nothing would need to be done. If issues are found, we would need to address those issues.

Vice-Chair Brinker Marion asked if the proposal included any appliances like a refrigerator or stove. Mr. Hayes responded saying the proposal includes the installation of such appliances and making sure electrical power and gas lines are in place.

Secretary Rutherford stated that it should be known that anyone with the SafeServe certification will be allowed to reserve and use the Pavilion's kitchen.

Chairperson Richardson stated that Rosa Randolph of Unique Catering operated the kitchen in the past and there were at least 15 organizations who came and served food under her supervision and she never claimed the facility was hers. The Pavilion was open to anyone who wanted to use it.

**b. Board Laptops – Return / Buyouts / Purchase**

Chairperson Richardson proposed having all Library Laptops returned and have Board members check out a laptop when needed. She also stated that an email was sent to the former board members requesting them to either return their library issued laptop or pay for the laptop outright. She stated that a letter sent by certified mail as well as regular mail stating the same will be sent.

Secretary Rutherford stated that she was not comfortable with signing out a laptop when needed. She feels the new board members should have laptops just as the returning board members have.

Vice-Chair Brinker Marion made a motion to have further discussion on purchasing laptops for the new Board member, supported by Secretary Rutherford.

Vice-Chair Brinker Marion stated that she didn't think the checking in and out of a laptop would work because it would cause confusion as to who is responsible for a laptop if there is damage. She stated that if they were given their own laptops, there would be no question about who's responsible for each laptop.

Secretary Rutherford made a motion that we vote for the 3 new Board members receive the same laptop as the previous board members and that they are purchased by the library, supported by Vice-Chair Brinker Marion.

Roll Call: Chairperson Richardson – No, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes, Secretary Rutherford – Yes  
Motion Passes

**Financial Report Continued**

Mr. Harden, the library's accountant, completed the financial report.

Secretary Rutherford made a motion to accept the financial report as read, supported by Vice-Chair Brinker Marion.

Roll Call: Chairperson Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes, Secretary Rutherford – Yes  
Motion Passes

**c. Library Director Position**

Discussion occurred regarding the Library Director Position posting, the salary offered, and the Library Director Search subcommittee.

**d. FosterSwift Hourly Billing Rate – discussion**

Discussion occurred regarding the hourly billing rate increase. Trustee Weatherspoon inquired about the previous hourly billing rate. The information was not immediately available and the Board took no action.

**VIII. New Business**

**a. Strategic Plan**

Chairperson Richardson stated that she has appointed Trustee Allen to the Strategic Plan subcommittee and that she will be adding more people.

Trustee Weatherspoon stated that she would like to see the entire board work together on the strategic plan and not just a subcommittee. She also suggested that any subcommittee formed to develop a strategic plan should include members of the community.

Trustee Weatherspoon made a motion that any work done on a strategic plan be worked on by the entire board and any additional participants from the community the Board Chairperson would like to include, supported by Vice-Chair Brinker Marion.

Discussion continued

Roll Call: Chairperson Richardson – No, Vice-Chair Brinker Marion – abstain, Trustee Allen – abstain, Trustee Weatherspoon – Yes.

Motion Fails

**b. D.P.S. (Downtown Pontiac Surveillance)**

Discussion occurred regarding the need for 24-hour surveillance of the library.

Trustee Weatherspoon made a motion to end the use of the service Downtown Pontiac Surveillance, supported by Vice-Chair Brinker Marion.

Roll Call: Chairperson Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Allen – Yes, Trustee Weatherspoon – Yes,

Motion Passes

**c. Library Vending Machine – discussion**

Discussion occurred regarding the vending machine currently in the library and other alternative vending options.

Chairperson Richardson stated that other vending machine vendors give a percentage of their earnings back to the organization that houses their vending machine and the same should occur at the library.

**d. Library Maintenance**

Discussion occurred regarding building repairs and maintenance

Trustee Weatherspoon inquired about a preventative maintenance plan and feels the library should have one.

**IX. Chair’s Report**

No Report

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

Teen Snowflake ball took place on January 29<sup>th</sup>, 2022. Approximately 20 teens attended. Board member pictures have been completed. The elevator lights have been restored. A faulty fan in the elevator was preventing the lights from functioning. The fan has since been disconnected. The restrooms on the lower-level of the library have been repaired and are open again. Individual email addresses for board members have are nearly completed.

**XI. Board Member Comments**

- a. Vice-Chair Brinker Marion suggested the app “Switcher”, and “Blue Jeans” to be used for future meetings and suggested having a vaccination pop-up clinic
- b. Trustee Weatherspoon commented that she was pleased with the microphones now available for Board members to use and hopes they make a difference for people listening at home. She also thanked the Board for a spirited conversation.
- c. Chairperson Richardson thanked the Board and stated that she was excited about the direction the Board was going in.

**XII. Adjournment**

Meeting was adjourned