

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

March 24th, 2022 at 5:30pm

Pontiac Public Library Auditorium

I. Call Meeting to Order

Roll Call

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

II. Moment of Silence

III. Approval of Agenda

Trustee Weatherspoon made a motion to approve the agenda, 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 February 24th, 2022 Meeting Minutes

Trustee Weatherspoon made a motion to approve the February 24th, 2022 meeting minutes, supported by Vice-Chair Brinker Marion

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

V. Public Comment

VI. Financial Report

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

Total Revenue – \$739,180.80
Total Expenses – \$621,602.57
Net Income – \$117,578.23

Secretary Rutherford arrived during the presentation of the financial report and made a motion to approve the financial report as read, supported by Trustee Weatherspoon

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

VII. Vendor Contract Presentations

A Discussion was had among board members questioning the process of renewing vendor contracts and weather an RFP should be used.

Secretary Rutherford stated that the process was partial and that she was uncomfortable with it because there was no RFP issued. She stated that she truly has a problem with the process and objects to it.

Treasurer Hatchett made a motion to table the Vendor Contract Presentations until the April board meeting, supported by Secretary Rutherford

Chairperson Richardson stated that the vendors with current contracts have come to the meeting with presentations and we (the Board) should at least listen to them.

Discussion continued regarding if and when an RFP should be used in order to make the process open to anyone.

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

VIII. Unfinished Business

a. Strategic Plan

Discussion took place regarding whether or not special meetings should be called for the entire board to discuss the strategic plan and what a strategic plan committee would look like and whether or not a consultant is necessary.

Secretary Rutherford made a motion to table the strategic planning discussion until a strategic planning committee is selected, supported by Trustee Allen

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

Secretary Rutherford made a motion to add Trustee Weatherspoon to the Strategic Planning committee, supported by Vice-Chair Brinker Marion

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

IX. New Business

a. Friends of the Library

There was discussion about how helpful a Friends Group could be to the library and what steps need to be taken to get a Friends of the Library group up and running.

Secretary Rutherford made a motion to appoint a committee to reestablish a Friends of the Library group, supported by Vice-Chair Brinker Marion

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

X. Chair's Report

Chairperson asked Reginald Hayes of RL Hayes Construction LLC to come and answer any questions the Board might have regarding his proposal for the Pancake Pavilion or his work history.

Secretary Rutherford asked Mr. Hayes if the work proposed in his proposal, which the library would be paying him for, is strictly for the premises of the Pontiac Public Library. Mr. Hayes responded "yes."

Treasurer Hatchett made a motion to award the Pavilion Contract to RL Hayes Construction LLC, supported by Vice-Chair Brinker Marion.

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

Chairperson Richardson stated that she observed cracks in the parking lot and would like to contact "Mr. Smith" who paved the parking lot in 2015 or 2016 and gave a 5-year warranty on the work.

Chairperson Richardson stated that the depreciated value has been determined for the laptops that were not returned by previous board members and that a letter will be mailed out through regular mail as well as certified mail to each previous board member with a library laptop. The letter will give the option of returning the laptop or paying the depreciated value of the laptop. The letter will also provide an option for any personal data stored on the laptop to be backed up onto an external drive.

Chairperson Richardson stated that the Board will begin looking at the budget in April. She also stated that she spoke with someone with an online magazine and also the City of Pontiac to introduce the entire Board on the City's local access channel, either by interview or something like a round table.

Chairperson Richardson announced that the Library Director Search committee met and narrowed down the candidates from 4 to 2 and that interviews will be conducted in the following week. She also stated that the committee has a draft library director contract drawn up by the labor attorney.

Trustee Weatherspoon stated that it was her understanding that the committee would bring its findings back to the Board to be discussed openly. She stated that the Board members who are not part of the committee have no idea which candidates are being interviewed and had no say in who was chosen to be interviewed and who was not.

Secretary Rutherford echoed Trustee Weatherspoon's concerns and stated that the Open Meetings Act requires the Board to discuss and make decisions regarding the recruitment of a new library director in an open meeting.

Chairperson Richardson reminded the Board that the information for all candidates was provided to everyone and that the information was in each Board members' binder. She asked everyone to review those and stated that there can be a discussion about what the committee decided.

Secretary Rutherford stated that she believed that all 4 candidates should be interviewed because sometimes the way a person is represented on paper does not represent how a person is in-person. She also asked for clarity as to the criteria used to narrow the candidates and who is actually on the Library Director Search committee.

Vice-Chair Brinker Marion clarified what Board members are serving on the Library Director Search committee and apologized to the Board saying she misunderstood the role of the committee and was under the impression that the committee was making the decision on who to interview.

Trustee Weatherspoon stated that the Board should consider hiring an executive recruiter to find the talent we're looking for.

Chairperson Richardson stated that she had spoken to a recruiter and the cost for a library director search would cost \$36,000.

Secretary Rutherford stated that she wasn't comfortable proceeding without a recruiter.

Treasurer Hatchett stated that she was under the impression that the Board had already discussed in the previous Board meeting who to interview and who not to interview and that is why the committee was moving forward as it was. She also stated that the Board needs to make a decision immediately as to how to move forward with interviews. Trustee Weatherspoon stated that out of respect for the people who have applied and are waiting and have already been contacted, they should be interviewed and made aware that our candidate search is ongoing. She also stated that the process is not clear regarding who is doing what and that's the issue we're having.

Vice-Chair Brinker Marion echoed Trustee Weatherspoon's concerns and said that all 4 candidates should be interviewed to give everyone an equal chance. She also stated that she feels the Bylaws of the Board regarding what the Chairperson can do are causing an issue and should be looked at.

Secretary Rutherford stated if we continue on this road of dismissiveness and disrespect, the Board will never get any work done.

Treasurer Hatchett stated that she would like the Board to make a definitive decision on the library director selection process. She suggested that the committee for the director search be left in place and just have the committee bring their recommendations back to the body for a decision.

Secretary Rutherford made a motion to have the library director search committee interview all 4 candidates for the Library Director position and to have the committee bring their findings back to the Board so that the Board as a whole can initiate next steps, supported by Trustee Allen

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

Chairperson Richardson stated that she voted no because she would like to contact the attorney regarding the process before moving forward.

Secretary Rutherford made a motion to accept the Chair's report as read, supported by Trustee Weatherspoon

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

XI. Interim Library Director's Report

The interim director reported that one of four candidates had not responded to a request for an interview and appeared to no longer be interested. He also reported that roofing repair that had been approved by the previous Board did not take place last year due to the weather, however, the work would be completed this spring. He also reported that pontiaclibrary.org email accounts have been created for the Board. He also reported that the library laptops for the new Board members had arrived, but there was still no laptop agreement in place, which means the laptops will not yet be distributed.

Treasurer Hatchett made a motion to accept the Interim Director's report, supported by Secretary Rutherford

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

Trustee Weatherspoon made a motion to have the Library Director Search committee bring their finding from the library director candidate interviews back to the board in a special meeting.

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

Treasurer Hatchett made a motion to make a decision at the special meeting on which candidates will become finalists after the review of the committee's findings from the candidate interviews, supported by Secretary Rutherford

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

XII. Board Member Comments

- a. Treasurer Hatchett made comments that included an apology to the Board for missing the last meeting.
- b. Vice-Chair Brinker Marion stated that she feels all members of the Board should agree to respect each other. She also stated that she would like to be on the committee to reestablish the Friends of the Library group. She also apologized to the Board members who are not on the Library Director Search committee who may have felt left out of the loop regarding decisions that were made.
- c. Trustee Allen echoed Vice-Chair Brinker's comments regarding respect amongst board members and inquired about implementing programs in the library.
- d. Secretary Rutherford made comments that included a plea for all Board members to humble themselves and work together.
- e. Trustee Weatherspoon echoed the same sentiment expressed by Secretary Rutherford.
- f. Chairperson Richardson made comments that included an apology to the Board for her tone that may have been interpreted as harsh.

Treasurer Hatchett made a motion to adjourn the meeting, supported by Trustee Weatherspoon

XIII. Adjournment

Meeting was adjourned