

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
AUGUST 25TH, 2022 at 5:30 p.m.
Pontiac Public Library Auditorium

1. Call meeting to order –

Roll Call

- a. Present – Chairperson Richardson, Trustee Maxey, Secretary Allen, Vice-Chair Brinker-Marion, Treasurer Hatchett, Trustee Weatherspoon

2. Moment of Silence

3. Approval of Agenda –

Motion by Treasurer Hatchett to approve the agenda, seconded by Secretary Allen

Roll Call – agenda approved by unanimous vote

4. Minutes – unavailable for approval

5. Public Comment – No public comments

6. Unfinished Business

- a. Pavilion update – Chairperson Richardson sent the information to the board via email. The work is almost complete. The plan is to get it up and running for community use.
- b. Search update – Mr. Esnault, the recruiter, is continuing the search for a library director. Colleen Vieira is currently serving as the Interim Director.

7. Financial Report

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

Mr. Harden stated that this is the first month of the fiscal year and we will be scheduling an opening audit meeting within the next week.

Total Revenue – \$149,427.99

Total Expenses - \$63,996.48

Net Income - \$85,431.51

A motion to approve the report was made by Secretary Allen, seconded by Treasurer Hatchett

Roll call – report approved by unanimous vote

8. Action Items

- a. Budget for 4-6 Contingent staff
 - Motion to table this item due to it not being discussed yet
 - Motion by Treasurer Hatchett, seconded by Secretary Allen
 - The motion was approved by unanimous vote

- b. Chairperson Richardson is asking for a RFP for a new roof
 - There has not been a new roof since 1960. There have been repairs throughout the years.
 - The Interim Director will put together an RFP for a new roof
 - A motion to request an RFP for a new roof was made by Vice-Chair Brinker-Marion, seconded by Secretary Allen.
 - The motion passed by unanimous vote
- c. Review and Approval of property insurance renewal
 - A motion was made to accept the Michigan Municipal League Policy as written by Trustee Weatherspoon, seconded by Secretary Allen.
 - The motion was approved by unanimous vote

9. Second Read of By-Laws Amendments

- a. Amend the position of the secretary to say that: the position of the secretary will be to take the minutes for special/closed sessions of the board, and regular board meeting minutes will be transposed and posted by the director's office or their designee.
- b. Trustee Weatherspoon stated that the sub-committee would like to add to Section 2 that: volunteers should be able to participate on committees vs. being appointed. However, Chairperson Richardson stated that traditionally, and on boards she has previously served on, the chairperson assigns the sub-committees and if there is a person who is not interested in that, then it's open for volunteers to serve.
- c. The next step would be for the sub-committee to create a written resolution that would then be given to the board to discuss, and vote to amend the by-laws.

10. Chair Report – no chair report

11. Co-Interim Director Report

- a. Librarian Reports will be in person starting with the September board meeting
 - b. The Fall newsletter will be mailed out and available within the next couple of weeks
 - c. Building issues were discussed
 - d. Approximately 260 people attended the summer reading event on August 20th
- A motion was made by Vice-Chair Brinker-Marion and seconded by Secretary Allen, to approve the Chairperson's and Co-Interim Director's reports. The motion passed unanimously.

12. Board Comments

13. Meeting Adjournment