

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
JULY 28TH 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
- b. Absent – Trustee Weatherspoon, Treasurer Hatchett

2. Moment of Silence

3. Approval of Agenda –

Motion by Vice-Chair Brinker-Marion 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. Financial Report

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

Mr. Harden stated that this is the last month of the fiscal year and the audit has begun.

Total Revenue – \$779,735.63

Total Expenses - \$999,493.87

Net Income - \$-219,758.24

Mr. Harden stated that adjustments will be made after we close out after the audit.

Chairperson Richardson added that we received a \$3,500.00 grant and we have \$1,450.00, and \$10,000, in grants, pending for this fiscal year.

Also noted was that the HVAC system debt has been paid off.

A motion to approve the report was made by Secretary Allen, seconded by Trustee Maxey

Roll call – report approved by unanimous vote

7. Unfinished Business

- a. Minutes: Transposing/Posting - The by-laws sub-committee met and this item will be discussed in "New Business".
- b. Provide board members with minutes for approval on flash drive, and post them online so they can be listened to.
- c. New Director Search – Mr. Esnault is still continuing the search for a new director.

8. New Business

- a. The by-laws sub-committee, Secretary Allen, Trustee Maxey, and Trustee Weatherspoon, met and have 2 recommendations to bring forward:
 - 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.
 - Secretary Allen 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.

Next steps: there has to be a 2nd meeting, has to be formally written, and then come back as a resolution prepared by the secretary.

- b. Chairperson Richardson expressed a concern about the late opening of the library one day in July, due to lack of staff.
 - Recommendation for Mr. Harden to look at, and amend the budget, to be able to have 4-6 contingency staff to work in case of emergency, where regular employees are absent.
 - Scheduling assignments of employees could be changed so that this doesn't occur in the future.
 - A motion was made by Trustee Maxey, seconded by Secretary Allen to have Mr. Harden look at, and amend the budget for 4-6 contingency employees. The motion passed unanimously.

9. Chair's Report

- a. Event on Saturday, conclusion of Summer Reading, during Dream Cruise
- b. Director search
- c. Grants received
- d. Investments – still waiting for information from investment firm
- e. Staff member's reports in person
- f. Pavilion report – full report will be sent to board members

10. Interim Co-Director's Reports

- a. Tree Removal
- b. Summer Reading Event, August 20th 12-4 p.m.
- c. Presentation at City Council, August 9th
- d. Enhance Library services for senior citizens

A motion was made by Vice-Chair Brinker-Marion and seconded by Trustee Maxey, to approve the Chairperson's and Co-Interim Director's reports. The motion passed unanimously.

11. Board Comments

- Secretary Allen suggested that a marketing sub-committee be created. Chairperson Richardson appointed Secretary Allen to chair the marketing sub-committee, and Vice-Chair Brinker-Marion and Trustee Maxey to serve on the sub-committee. Co-Interim director, Colleen Vieira will work with this sub-committee.
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12. Adjournment – Meeting was adjourned

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