

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**JUNE 30<sup>TH</sup> 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, Trustee Weatherspoon, Treasurer Hatchett
- b. Absent – Vice-Chair Brinker-Marion

**2. Moment of Silence**

**3. Approval of Agenda –**

Agenda approved by unanimous vote

**4. Minutes –** unavailable for approval

**5. Public Comment –** No public comments

**6. Fifth Third Bank Investment – Report prepared by Khalil Rammal**

A representative from the Fifth Third Securities Firm spoke. He explained that It is their full time job it is to manage portfolios for clients such as PPL.

He discussed the:

Profile of the firm

Their investment philosophy

The portfolio that was prepared for PPL

Questions were asked about reporting and their position on Third World Countries.

**7. Search Update – Jim Esnault**

- a. He requested information for potential candidates, regarding:
  - Salary Range
  - Availability of 3-5 year strategic plan
  - 401K Information
  - Benefits
- b. He is contacting Wayne State and U of M Library Schools, along with libraries in the tri-county area and finding the persons who are potential director candidates.
- c. Mr. Esnault stated that once he has a candidate, he will do all of the prescreening and the only thing that the board will have to do is the interview.
- d. The goal is to find a permanent director within 90 days.
- e. He will give the board regular reports on his progress.

**8. Financial Report**

Mr. Harden, the library's accountant, presented the financial report starting with the profit and loss budget vs. actual for July 2021 through May 2022.

Total Revenue – \$745,084.67  
Total Expenses - \$871,827.18  
Net Income - \$-126,742.51

Mr. Harden also went over the Profit and Loss Budget Overview for July 2022 through June 2023 and the recommended budget for the upcoming fiscal year.

Mr. Harden shared a few comments about the presentation by Fifth/Third Investment Firm. He stated that the way the portfolio performs is based on how the investments are allocated through the various allocation groups. With this firm we will have active management of the portfolio which is the biggest attribute that this arrangement has.

A motion to approve the report was made by Secretary Allen, seconded by Trustee Maxey  
Roll call – report approved by unanimous vote

#### **9. Action Items**

- a. Approval of the 2022-2023 Budget
- b. Motion to approve the budget by Trustee Maxey and seconded by Secretary Allen.
- c. Motion approved unanimously
- d. In addition, the PPL will be receiving state funding due to Colleen Vieira being hired as the Co-Interim Director.

#### **10. Chair Report**

- a. A grant was received by the City of Pontiac for \$1,250.00 for our summer reading program.
- b. We will be applying for several more grants
- c. Chairperson Richardson attended the national ALA conference and Washington D.C. and brought back some materials to share with the board members. She also spoke with Tiffany Haddish and asked her to come to Pontiac and speak with the board about her foundation and its work with the foster care system.
- d. Chairperson Richardson encouraged the board to continue to look at programs and projects that can provide additional revenue to the library.
- e. The pavilion work will be paid in 5 equal payments rather than 3, and that the work should be completed before the final payment is made.
- f. Motion by Secretary Allen to approve the Chairperson's Report, seconded by Treasurer Hatchett. The motion was approved unanimously.

#### **11. Director's Report**

#### **12. Co-Interim Director's Comments**

- a. Colleen Vieira is the new Co-Interim Director. She took the online course and received her Level 1 Certification for the position.
- b. She has been in the PPL learning all of the processes and procedures.

#### **13. Board Comments**

- Trustee Weatherspoon spoke about using the library app and would like that to be publicized more.
- Trustee Maxey stated that he would be at the PPL on Mondays from 3-5 p.m. to help seniors with rental/tenant assistance and answer questions.
- Secretary Allen spoke about having a health expo

**14. Adjournment** – Meeting was adjourned

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