

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**September 22, 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, Trustee Weatherspoon
- b. Absent - Treasurer Hatchett

**2. Moment of Silence**

**3. Approval of Agenda –**

Motion by Vice-Chair Brinker Marion to approve the agenda, seconded by Trustee Weatherspoon

Roll Call – agenda approved by unanimous vote

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

**5. Librarian Reports – Reports were given by:**

- a. Public Services Librarian – Gregory Roehrig
- b. Technology Services Librarian – Spyros Tsopanakis
- c. Teen Services Librarian – Josh Campeau
- d. Circulation and Technical Services Coordinator – Edmond Richardson

**6. Brian Steckroth – Michigan Municipal League**

- a. Mr. Steckroth gave an update on the property insurance and answered questions.
- b. The property replacement cost value went up this year.

**7. Approval of July and August, 2022 Minutes**

- a. A motion was made by Secretary Allen and seconded by Trustee Maxey to table the approval of the minutes until the October meeting.
- b. Roll call - The motion was approved unanimously.

**8. Financial Report**

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

Total Revenue – \$404,605.70

Total Expenses - \$173,941.51

Net Income - \$230,664.19

There was a discussion on budget and the impact on hiring new part-time employees. Currently, there will not be a need for a budget amendment.

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

Roll call – report approved by unanimous vote

## 9. Old Business

- a. The Library Strategic Planning Committee met and Trustee Weatherspoon passed out the RFP for a 3<sup>rd</sup> party to assist with creating a strategic plan.
  - Trustee Maxey expressed his disagreement over bringing in a 3<sup>rd</sup> party, stating that we have the personnel and most of a strategic plan already created.
  - Also there was some discussion regarding the timing of beginning the strategic planning process and whether a director should be hired first.
- b. There was discussion about the FOTL brochure, invitation, and meet and greet event.
- c. Vice-Chair Brinker-Marion will send the board the information on the “scope of work” for the bathrooms and ceiling. Chairperson Richardson had the general contractor look at roof and will forward that information to the board as well.

## 10. New Business – No new business

## 11. Action Items

- a. Change meeting date from Oct. 27<sup>th</sup> to Tuesday, Oct. 25<sup>th</sup>.
- b. A motion to move the date was made by Secretary Allen, seconded by Trustee Weatherspoon.
- c. Roll call – motion was approved unanimously.
- d. A notice will be put out regarding the change of date.
- e. A motion was made by Secretary Allen to table the By-law amendment until the October 25<sup>th</sup> meeting and seconded by Trustee Maxey.
- f. Roll call – Motion was approved unanimously

## 12. Chair Report

- a. Chairperson Richardson had a guest, Dr. Ashelin Curry, volunteer and community supporter. She will be bringing the Kindergarten event to the library on Nov. 12<sup>th</sup> – “Your Story Represented”. She is excited about this event and also looking forward to volunteering to plan the 100<sup>th</sup> anniversary celebration of the library.
- b. Chairperson Richardson spoke about the planning for the 100<sup>th</sup> anniversary gala in February.
- c. Roof repair
- d. Elf Magic volunteers needed for October 27<sup>th</sup>. A table is \$300.
- e. Membership for FOTL at the state level is closed for this year, but next year we would like to get a membership.
- f. Investment outreach – start again to look for another investment firm
- g. Pavilion – still working on getting permits
- h. Parking lot – need to fill in areas where there are cracks. We have a 5 year warranty.

## 13. Interim Director Report

- a. Marketing – the library staff along with Vice-Chair Brinker Marion and Secretary Allen went to the Pontiac school’s open houses to pass out newsletters and information, as well as get children and adults to obtain a library card.
- b. FOTL
- c. Calendar on the website has been updated
- d. Pontiac MS book club starts Sept. 27<sup>th</sup> and will meet at the PPL on Oct. 18<sup>th</sup>.
- e. Fall newsletters are out
- f. PPL is on the agenda for Tuesday, Sept. 27<sup>th</sup> at the Bowen Center

- g. The next Library staff meeting is October 14<sup>th</sup> at 9:00 a.m.
- h. We will be hiring for “Library Assistant” positions
- i. We are working on getting a new Entrance sign for the outside Entrance.

**14. Board Comments**

**15. Meeting Adjournment**

- a. A motion was made by Secretary Allen, seconded by Trustee Maxey to adjourn. The motion passed unanimously.

DRAFT