

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

2. Moment of Silence

3. Approval of Agenda –

A motion to approve the agenda was made by Trustee Weatherspoon and seconded by Secretary Allen. Roll call - the motion was approved unanimously.

4. Public Comment – No public comments

5. Librarian Reports

- 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. Approval of June – September 2022 Minutes

- a. A motion to approve the June 2022 Minutes was made by Trustee Weatherspoon and seconded by Secretary Allen. The motion was approved unanimously.
- b. A motion to approve the July 2022 Minutes was made by Trustee Weatherspoon and seconded by Secretary Allen. The motion was approved unanimously.
- c. A motion to approve the August 2022 Minutes was made by Secretary Allen and seconded by Trustee Weatherspoon. The motion was approved unanimously.
- d. A motion to approve the September 2022 Minutes was made by Vice-Chair Brinker-Marion and seconded by Secretary Allen. Roll call - the motion was approved unanimously.

7. 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 September 2022.

Total Revenue – \$801,825.65

Total Expenses - \$239,238.10

Net Income - \$562,587.55

A question was asked by Trustee Weatherspoon about the budget for building maintenance and Mr. Harden stated that the budget for building maintenance is \$5500.00 and HVAC Maintenance is \$7700.00.

Vice-Chair Brinker Marion asked about the budget for Capital Improvements. Mr. Harden stated that there is currently no budget for that and we will be over budget in that area. She then asked about the budget for marketing and advertising and Mr. Harden said there was no budget for that, however the newsletter is under the printing and binding services which is a budget of \$31,400.00.

Chairperson Richardson stated that we may need to look for a new investment firm due to their lack of response to the board inquiry about 3rd World investments. Mr. Harden will reach out to 5th/3rd Securities to see if he can get an answer to that question.

Trustee Weatherspoon asked if some of the excess funds can be used to cover the unbudgeted expenses. Mr. Harden stated that was already occurring and the Library is evaluated by the state on the overall variances. He said that variances will occur throughout the year and at some point, the Board may have to amend the budget to cover those expenses.

Trustee Weatherspoon state that in order to be transparent, the Board should review proposals of work to be done, unless it has to be done in a more timely manner. Vice-Chair Brinker Marion stated that according to the by-laws, work over \$250.00 has to be approved by the Board and would like that to be the precedent moving forward.

A motion to approve the report was made by Vice-Chair Brinker Marion and seconded by Secretary Allen.

Roll call – report approved by unanimous vote

8. Old Business

- a. Friends of the Library**
 - Vice-Chair Brinker Marion stated that the date for the meet and greet event is November 18th, 2022 at 6:00 p.m.
 - The budget would be \$5500.00
 - She would like to hire a graphic designer for the invitations
 - A motion was made by Secretary Allen and seconded by Trustee Weatherspoon to approve the budget for FOTL. Roll call – the motion was approved by unanimous vote.
- b. Pavilion Update**
 - In order to get the permits for the pavilion, we need fire protection equipment at an additional cost of \$9,134.00
 - Spoke with Mr. Hayes about the pavilion.
 - A motion to approve the tentative budget for fire protection was made by Secretary Allen and seconded by Trustee Weatherspoon. Roll Call – the motion was approved by unanimous vote.
- c. The Board had questions for Mr. Cornealius Walker about the repairs and painting that was recently done. Mr. Walker stated that he would return to complete any touch-up work.**
- d. Vending machine – Interim Director Vieira will check with other libraries to see if they have vending machine partnerships with anyone.**
- e. Vice-Chair Brinker Marion stated that she attended the ALA Conference and went to a session on FOTL and plans to join the FOTL sub-group.**

- f. Trustee Weatherspoon asked about the audit and having everything ready for the regular December meeting, in order to avoid having to have a special meeting in December about the audit.

9. New Business

- a. It was asked of Vice Chair Brinker Marion if PPL would be interested in merging our newsletter with the Parks and Rec newsletter. Chairperson Richardson stated that she wanted to check to make sure that it isn't a conflict of interest since we are not a part of the City and Parks and Rec is a part of the City.
- b. There will be a special board meeting on October 28th at 3:00 p.m. to interview candidates for the Library Director position.
- c. Vice Chair Brinker Marion stated that other libraries have pop-up shops and PPL should look into doing that as well.

10. Action Item

- a. By-Law Amendment
- b. A motion was made by Secretary Allen and seconded by Trustee Weatherspoon that we table the by-law amendment until the next meeting. Roll call – the motion was approved by unanimous vote.

11. Chair Report

- a. Need to get estimates to shampoo all of the carpeting
- b. Need to have all of the vents removed and cleaned or replaced
- c. Judge Walker has agreed to be a community service partner in providing people to assist with the cleaning out of old materials from, and the rooms in, the PPL.
- d. Trustee Weatherspoon stated that GM Cares will also assist us with our clean-up.
- e. FOTL Book Sale

12. Interim Director Report

- a. During our library card sign up month, we met our goal of 200+ library cards being issued – which is 100+ of what we usually issue during a given month.
- b. The Prince and Princess Tea Party was a success
- c. The Pontiac Middle School book club field trip to the library occurred on October 14th. The students enjoyed their visit while learning more about the PPL.
- d. There will be a Unity Quilt presentation to PPL on November 16th at 5:00 p.m. by the Divine 9 and the Pontiac Panhellenic Council.
- e. Our Halloween event is on Saturday, October 29th from 4:00-6:30. It will include a haunted house.
- f. We have hired a new Circulation Assistant, Ms. Natasha Williams, to begin the first full week of November.

13. Board Comments – no Board comments

14. Adjournment – the meeting was adjourned at 8:32 p.m.

DRAFT