

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**NOVEMBER 17th 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 –**

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

**4. Public Comment –**

Leon Winton spoke about continuing snow removal service for the PPL again this year

**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 October 2022 Minutes**

- a. A motion to approve the October 2022 Minutes was made by Trustee Maxey and seconded by Secretary Allen. 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 October 2022.

Total Revenue – \$950,914,72

Total Expenses - \$335,229.24

Net Income - \$615,685.48

An update was given by Mr. Harden on the investments. He spoke with a representative from 5<sup>th</sup>/3<sup>rd</sup> bank and stated that there seemed to be a miscommunication. They thought they had already sent the requested information and are ready to open a brokerage account. The board had not received that information yet, however, when they do, they will review it and move forward.

Trustee Weatherspoon asked what came under the line item of Professional Services and Mr. Harden stated that it was for auditing, accounting, and attorney services. She

then asked about the building renovations and Mr. Harden said that those came under Maintenance and/or Capital Improvements.

Mr. Harden said that the audit report should be ready next month and that the audit is for the last fiscal year.

A motion to approve the report was made by Treasurer Hatchett and seconded by Trustee Maxey. Roll call – report approved by unanimous vote

## **8. Old Business**

### **a. Pavilion Update**

-In order to get the permits for the pavilion, we need fire protection equipment at an additional cost of \$9,134.00. We are still waiting for this to occur.

### **b. Facilities Renovations**

- RFPs for a new roof, painting, bathrooms, flooring, and kitchen updates will be put out by Interim Director Vieira.

- Trustee Maxey had a concern about safety doors, and it was agreed that all RFPs must include the fact that the contractor has to adhere to federal guidelines for all work completed.

### **c. Vending Machine**

- There was a discussion of the current proposal by Highly Favored Investing, LLC.

- This was followed by a discussion of the quality of food to be put in the vending machine. Trustee Maxey expressed his concern regarding not having healthier items in the vending machine.

- Secretary Allen stated that in the future, there should be consideration for a café located within the PPL, offering healthy food choices, along with the possibility of some cooking classes to teach healthy cooking.

### **d. Friends of the Library**

- The original date of November 18<sup>th</sup> for the FOTL meet-and-greet will be pushed back. A new date will be determined once a new director is on-board.

### **e. 100 Year Anniversary Gala**

- Chairperson Richardson will send an email to board members regarding committees for this event.

## **9. New Business**

### **a. Board Retreat**

- Chairperson Richardson stated that there should be a board retreat sometime in the near future. It would be off-site and would include speakers, and team-building activities. The speakers and activities will be determined at a later date and all ideas should be sent to Chairperson Richardson.

### **b. Policies for Patron Bans**

- There was a discussion on the current PPL Behavior Policy and criteria for patron bans.

- A motion was made by Secretary Allen and seconded by Trustee Maxey to review the PPL Behavior Policy and bring recommendations for updates to the December meeting. Roll call – the motion passed unanimously.

#### **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.
- c. Each board member was given a scoring sheet to rate the Library Director candidates based on their interviews and all available documentation (i.e., resumes, references, etc.). The scores were tallied and the results were given. Mr. Esnault, the PPL recruiter, will reach out to Mr. Brown with an offer of employment.

#### **11. Chair Report**

- a. Chairperson Richardson stated that there is a community Thanksgiving event in the PPL parking lot and wanted to thank Mr. Walker and Mr. Harris, and all others involved, for putting on this event for the Pontiac Community.
- b. Chairperson Richardson wished everyone a Happy Thanksgiving.

#### **12. Interim Director Report**

- a. Staffing – we have a new Circulation Assistant, Natasha Williams, and are happy to have her as a part of the PPL team.
- b. We lost our student workers due to funding issues with the Job Links program.
- c. The Halloween event was well attended and enjoyed by the community.
- d. The Unity Quilt presentation to PPL on November 16<sup>th</sup> at 5:00 p.m. by the Divine 9 and the Pontiac Panhellenic Council went very well, and the quilt is now on permanent display in the library.
- e. The RFP for strategic planning will be removed from the website and put on hold until a later date.
- f. The Library staff meeting will be held on November 18<sup>th</sup> at 9:00 a.m.

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

- a. Trustee Weatherspoon stated that Flavors of Jamaica will be giving out Thanksgiving meals.
- b. Chairperson Richardson stated that Sunday, November 20<sup>th</sup>, there will be a celebration for Treasurer Hatchett's birthday from 2-5 p.m. at P's and Q's.

#### **14. Adjournment** – the meeting was adjourned