

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**DECEMBER 15th 2022 at 5:30 p.m.**  
**Pontiac Public Library Auditorium**

**1. Call meeting to order –**

Roll Call

- a. Present – Chairperson Richardson, Treasurer Hatchett, Secretary Allen, Vice-Chair Brinker Marion
- b. Absent – Trustee Maxey, Trustee Weatherspoon

**2. Moment of Silence**

**3. Approval of Agenda –**

A motion to approve the agenda was made by Treasurer Hatchett and seconded by Vice-Chair Brinker Marion. Roll call - the motion was approved unanimously.

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

**5. Librarian Reports**

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

**6. Approval of November 2022 Minutes**

- a. A motion to approve the November 2022 Minutes was made by Treasurer Hatchett 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 November 2022.

Total Revenue – \$893,793.80  
Total Expenses - \$445,411.41  
Net Income - \$448,382.39

Chairperson Richardson asked Mr. Harden to look into offering employees a retirement plan. Mr. Harden stated that he would do this.

Secretary Allen asked for a check register to be included in the monthly board packet. This will be included in future board packets. In addition, a quarterly report will be included for each account.

Mr. Ron Dean from the Terrell accounting firm went over the 2022 audit, along with the prepared PowerPoint presentation.

Vice-Chair Brinker Marion moved that the audit be approved to send to the State of Michigan, seconded by Treasurer Hatchett. The motion was approved unanimously.

A motion to approve the financial report was made by Secretary Allen and seconded by Vice-Chair Brinker Marion. Roll call – report approved by unanimous vote

## **8. Old Business**

- a. Pavilion Update
  - Still waiting for the fire protection.
- b. Facilities Renovations
  - There is a proposal to replace flooring downstairs and in the entry-way. Interim Director Vieira will put out RFP's for other renovations needed, including roof replacement.
- c. Vending machine
  - Aurilios Cole Jr. from Highly Favored Vending, LLC presented his vending machine proposal, and answered questions regarding the nutritional value of the food in the vending machine and the pricing. It was noted that there should be a balance of items in the vending machine that will be healthy and also sell.  
A motion was made by Vice-Chair Brinker Marion that, contingent upon the food/items chosen for the vending machine, Highly Favored Vending, LLC will be the Pontiac Public Library vendor. The motion was seconded by Secretary Allen and passed unanimously.
- d. Friends of the Library
  - Vice-Chair Brinker Marion stated that she is creating a list of contacts for the Friends of the Library group and that a date still needs to be chosen for the meet and greet event.
- e. Policies for Patron Bans
  - A motion was made by Treasurer Hatchett and seconded by Secretary Allen to table this item until the Chair wants it on the agenda. The motion passed unanimously.
- f. Board Retreat
  - The board retreat will possibly take place in the Spring. Chairperson Richardson stated that she will provide the board with a plan and it will be discussed in January.

## **9. New Business – no new business**

## **10. Action Item**

- a. By-Law Amendment
- b. A motion was made by Secretary Allen and seconded by Treasurer Hatchett to table the by-law amendment indefinitely.
- c. The subcommittee will reconvene and present a report.
- d. Roll call – the motion was approved by unanimous vote.

## **11. Chair Report**

- a. The new Director will start January 9<sup>th</sup>.
- b. There was a treat presented to the board members for the holiday.
- c. Thank you to Interim Director for all of her efforts.
- d. A partnership with Gallery 46 has been established.
- e. Oakland University interns will be working with the PPL in summer or fall doing research and cataloging.

f. A motion was made by Treasurer Hatchett and seconded by Vice-Chair Brinker Marion to accept the Chairperson's report. The motion passed unanimously.

## 12. Interim Director Report

- a. The Holiday Parade afterglow event was a success and attended by about 300 people.
- b. The Pontiac Middle School book club field trip to the library occurred on December 13<sup>th</sup>. The students enjoyed their visit while learning more about the PPL.
- c. The Vanessa Carr concert on Monday was well attended and enjoyed by all.
- d. We have hired a new Youth Services Assistant, Ms. Tiffany Northern, to begin asap.
- e. We have hired back two of our students as Library Page's – Anaisha Miller and Kimaii McCloud. They have begun working the first week of December.
- f. Lizut Heating and Cooling have been called 3 times to fix heating issues in the building. All seems to be working as of now.

## 13. Board Comments

- a. Treasurer Hatchett wished everyone a blessed holiday.
- b. Vice-Chair Brinker Marion stated that we should all be conscious of how we treat people and also wished everyone a happy holiday.
- c. Secretary Allen stated that she was happy that Treasurer Hatchett was back, thanked the PPL library director and staff for the treats, and wished everyone a happy holiday.
- d. Chairperson Richardson wished everyone happy holidays.

14. **Adjournment** – a motion was made by Secretary Allen and seconded by Vice-Chair Brinker Marion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 7:45 p.m.