

PONTIAC PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES
FEBRUARY 2ND, 2023 at 5:30 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order**
3. **Roll Call**
 - a. Present – Chairperson Richardson, Trustee Maxey, Secretary Allen, Vice-Chair Brinker Marion
 - b. Absent – Treasurer Hatchett
4. **Approval of Agenda –**

A motion to approve the agenda was made by Secretary Allen and seconded by Trustee Maxey. Roll call - the motion was approved unanimously.
5. **Public Comment –** No public comment
6. **Board Retreat**
 - a. Chairperson Richardson stated that the board needs to have a retreat soon. One retreat should be soon and then a second, follow-up retreat should occur in the Spring. At the board retreat will be speakers, including people from the Library of Michigan, the attorneys, and leaders from the state and local levels. Chairperson Richardson will do research on this and come back with several dates at the next board meeting.
7. **Friends of the Library**
 - a. The date is March 26th from 3-5.
 - b. The budget is \$5500.00.
 - c. The mission of the FOTL is fundraising to assist the library with programming. Fundraising will include used book sales and potentially opening up a café within the library.
 - d. There was a concern about the budget, however it was stated that most of the money will be spent on publications that will be here for a long time.
8. **100 Year Anniversary Gala**
 - a. The date for this would be May 20th or May 27th
 - b. Secretary Allen and Vice-Chair Brinker-Marion will work on finding a venue. Possibly the Marriott, Crofoot, the Creative Arts Center, 30 N. Saginaw, or The Treasury.
 - c. Chairperson Richardson and Trustee Maxey will work on the Program Book, Ads and cost of that. They will see if General Motors will sponsor the printing.
 - d. Each board member will be responsible for getting items donated for the silent auction
9. **Strategic Plan**
 - a. Trustee Maxey to take the lead on this, along with the Director.
10. **Roof RFP**
 - a. We will place the RFP for the roof in more places so that it will be more visible and bids will come in.

11. Flooring Proposal

- a. The flooring samples are available to look at.
- b. There needs to be another quote which would include the entry level and upstairs landing flooring. Chairperson Richardson will contact J.W. & Company to come and measure.

12. Pavilion Rental

- a. Need a certificate from the health department for occupancy.
- b. Chairperson Richardson stated that she has a template for pavilion use.
- c. Trustee Maxey expressed that there should be policy, to which Chairperson Richardson stated that the policy and the contract is all in the template that she has.

13. Library Space Rental

- a. Secretary Allen stated that there is a need for space to rent for different organizations.
- b. First the library spaces need to be cleaned and updated. Items currently in the downstairs library spaces will need to be cleaned out, and donated or sold. Vice-Chair Brinker Marion stated that, in order not to get overwhelmed, just start with one room at a time.
- c. There are several possibilities of volunteers available to help with the cleaning out – including, the probation office at the 50th District Court, The Plat, and Amazon.

14. Letters of Intent to Interview for open Board Trustee Position

- a. The Trustee position vacancy needs to be posted ASAP. Applicants will need to send in a letter of intent to interview for the position by Monday, February 13th and interviews will occur at the next board meeting.
- b. There was a motion by Secretary Allen and seconded by Vice-Chair Brinker-Marion to change the date of the February meeting from February 23rd to February 16th. Roll call – the motion passed unanimously.
- c. There was a motion by Vice-Chair Brinker Marion and seconded by Trustee Maxey that a notice of vacancy for the open Trustee position be posted and the application deadline is Monday, February 13th. Roll call – the motion passed unanimously.

15. Board Comments

- a. Secretary Allen wished Trustee Maxey a Happy Birthday. She also stated that we should consider asking our school district sports team coaches to implement our library programs as a part of their programs.
- b. Vice-Chair Brinker Marion expressed a concern about people who sign up for programs and don't attend. She wondered whether there can be more reminders sent out prior to the programs. She also stated that transportation is a concern for the teen programs, as the students may not have a ride, and thought that this is something that could be looked into.

16. Adjournment – a motion was made by Trustee Maxey and seconded by Secretary Allen to adjourn the meeting. The motion passed unanimously and the meeting was adjourned.

DRAFT