

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**JANUARY 26th 2022 at 5:30 p.m.**  
**Pontiac Public Library Auditorium**

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

A motion to approve the agenda was made by Secretary Allen and seconded by Vice-Chair Brinker Marion. Roll call - the motion was approved unanimously.
6. **Public Comment –**
  - a. Dr. Ashelin Curry – Pontiac Reads  
Dr. Curry spoke about the African American Read-In hosted by the Pontiac Public Library in partnership with Pontiac Reads, being held on February 16<sup>th</sup>. She also expressed interest in partnering with the new Library Director.
7. **Approval of December 2022 Minutes**
  - a. A motion to approve the November 2022 Minutes was made by Vice-Chair Brinker Marion and seconded by Secretary Allen. The motion was approved unanimously.
8. **Librarian Reports**
  - a. Public Services Librarian – Gregory Roehrig (absent)
  - b. Technology Services Librarian – Spyros Tsopanakis
  - c. Teen Services Librarian – Josh Campeau (representing PPL at a local school event)
  - d. Circulation and Technical Services Coordinator – Edmond Richardson
9. **Executive Assistant Report – Marlene Marion**
  - a. Mrs. Marion spoke about the February programs for Black History Month on February 18<sup>th</sup> and 25<sup>th</sup>. She also spoke about the Youth programs scheduled every Wednesday at 5:30 p.m. throughout the months of February and March.
10. **Special Guest – George Milne – Oakland University History Professor**
  - a. Mr. Milne spoke about a course in cartography that he is currently teaching and has 20 students who are working on projects mapping out where the automobile plants were in Pontiac. He wants to begin a long-term relationship with the Pontiac Public Library and was asking how he/his students/Oakland University be of service to the PPL.
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 December 2022.

Total Revenue – \$979,874.79  
Total Expenses - \$497,384.65  
Net Income - \$482,490.14

Mr. Harden explained that the overage is due to lack of personnel and the delay in hiring a new Director. He also said that there is a new accounting pronouncement which requires the library to capitalize the long-term lease and associated liability for shelving which resulted in a new asset classification.

Mr. Harden went over the Profit and Loss Detail Report. This report is used to analyze budget variances and planning. This report will be included in future board packets.

Mr. Harden is still waiting for a reply from the investment firm.

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**

-Mr. Hayes stated that the project is 60% complete. The equipment is in, installed, and in operation. After a walk-through, it was determined that the fire suppression work still needs to be done in order to comply with local mechanical and fire codes for the City of Pontiac. There is a request for a change order in the amount of \$9,134 to cover this, which was approved. Mr. Hayes said that he did not anticipate any issues, but there may be some additional costs in materials, however, they will try to eliminate these costs for the library through “value engineering”.

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to allow Mr. Hayes to sign for the change order adjustments. Roll call – motion passed unanimously.

### **b. Facilities Renovations**

- There is a proposal to replace flooring downstairs and in the kitchen area. Interim Director Vieira will ask J.W. and Company to provide samples for the board to look at.

### **c. Friends of the Library –**

- Tentative date for the meet and greet is March 26, 2023 from 3:00-5:0 p.m.

### **d. Board Retreat**

-The Board retreat will take place in the Spring at a date TBD. It will be open to the public, but any public who attends will have to pay their own expenses.

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

- The date will be determined at the Feb. 2<sup>nd</sup> special board meeting

### **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. Vending Machine – Trustee Maxey expressed his concern about the cost of items in the machine. Secretary Allen shared that Mr. Coles of Highly Favored LLC, the vending machine vendor, is a young African American entrepreneur, and Oakland University Student and has done his due diligence in providing healthy and affordable snacks for the vending machine. In addition, Mr. Coles has offered to teach young students about entrepreneurship, and other aspects of starting and running your own business.
- b. After discussion, a motion was made by Secretary Allen, and seconded by Trustee Maxey to allow Mr. Coles to begin the vending machine sales immediately. Roll call – motion was approved unanimously.

## **11. Chair Report**

- a. The new Director, Mr. Kevin Brown, will start February 6th.
- b. Thank you to Interim Director Vieira for all of her efforts.
- f. A motion was made by Vice-Chair Brinker Marion and seconded by Secretary Allen to accept the Chairperson's report. The motion passed unanimously.

## **12. Interim Director Report**

- a. The Wine Tasting and Concerts went well. There seems to be an issue with someone copying and pasting our information about some of the events and changing the starting time. This happened for the Halloween program, and also the Wine Tasting.
- b. The Winter newsletters are out with the information about our winter programming.
- c. The Pontiac Middle School book club is still ongoing.
- d. Crown Contracting came out to fix a leak in the youth/teen librarian office. No bids have been received for the roof RFP.
- e. We will be getting a new permanent entry sign.
- f. We have one application for the Adult Services Library Assistant position and will be interviewing once Mr. Brown is onboard.
- g. The State Annual Report is complete for our state aid.

## **13. Board Comments**

- a. Trustee Maxey expressed concerns about the heating contract and how many times that we have had to call Lizut out, and the amount of money we have spent for repairs.
- b. Vice-Chair Brinker Marion welcomed Mr. Brown as the new Director, and thanked Interim Director Vieira for her service to PPL.
- c. Secretary Allen also welcomed Mr. Brown and thanked Interim Director Vieira.
- d. Chairperson Richardson thanked Interim Director Vieira and wished everyone a good evening.

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.

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