

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
FEBRUARY 16th 2023 at 5:30 p.m.
Pontiac Public Library Main Floor

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:09PM
3. **Moment of Silence**
4. **Roll Call**

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

5. **Approval of Agenda –**

Vice-Chair Brinker Marion made a motion to move action item 12a above Agenda item 5. Further discussion of the motion began as Vice-Chair Brinker Marion questions when would the vote for a new Board Member take place. Chairperson Richardson states if the interviews are held at tonight's meeting then the vote would also take place at tonight's meeting. Vice-Chair Brinker Marion questions if the board interview tonight but puts the vote off (until both absent Board members are present). Chairperson Richardson reiterates if interviews take place tonight then the vote also takes place tonight. Chairperson Richardson points out that they cannot interview candidates then hold off voting until a later time. Secretary Allen, mentions this was done for the hiring of the Library Director. Chairperson Richardson explains there is a difference in the process for Board Members and Library Director. Secretary Allen, says it seems fair to interview the candidates tonight so as to not waste the candidates time, then have a vote at a later date (as the interview notes would be saved). Chairperson Richardson states the Board should do one of two things: either interview and vote tonight or table this (keep the vacancy close with the two candidates who have already submitted their letters of intent) then have the candidates to do their interviews at the next Board Meeting. Secretary Allen makes a motion to conduct interviews tonight and hold the vote at a Special Meeting. Vice-Chair Brinker Marion expresses if the vote is tabled then the entire process should be tabled as well. Secretary Allen concedes the Board should table the entire process.

Secretary Allen moves a motion to conduct interviews and votes at a Special Meeting to be determined later. The motion was seconded by Vice-Chair Brinker Marion.

Chairperson Richardson restates for clarity of the discussion to keep the vacancy close with the two candidates who have already submitted their letters of intent. Vice-Chair Brinker Marion agrees.

Roll call: Secretary Allen – Yes, Vice-Chair Brinker Marion – Yes,

Chairperson Richardson – Yes

Motion Passes

Chairperson Richardson apologizes to the candidates and informed them the interview and vote will be tabled until a Special Meeting can be scheduled.

Candidates were briefly introduced to new Library Director, Kevin Brown.

6. 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 January 2023.

Total Revenue - \$990,380.12

Total Expenses - \$590,331.58

Net Income - \$400,048.54

Vice Chair Brinker Marion requested a check register be included in each month's financial report.

Mr. Harden went over the Profit and Loss Detail Report. This report is used to analyze budget variances and planning.

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

Roll call: Secretary Allen – Yes, Vice-Chair Brinker Marion – Yes,

Chairperson Richardson – Yes

Motion Passes

7. Public Comment – No Public Comment

8. Librarian Reports

- a. Circulation and Technical Services Coordinator – Edmond Richardson
- b. Executive Assistant Report – Marlene Marion

9. Jim Esnault – Contract/recruiter for Youth Librarian (working with Library Director)

- a. Mr. Esnault stated he worked with the Board on the Library Director and presented a proposal for recruiting candidates for the library's Youth Librarian.

10. Facilities - Pavilion Update: Mr. Hayes states the change order has been submitted and is waiting for it to be executed. He would like to make sure the contractors are secured when the weather breaks and work can be done.

11. Subcommittee

- a. Friends of the Library - Vice-Chair Brinker Marion will reach out to the new Library Director about meeting to begin discussions regarding a Friends of the Library group.
- b. 100 Year Gala - Chairperson Richardson states she will meet with the new Library Director regarding the Gala.

12. Action Item

- b. Chairperson Richardson states the Board will review the contract proposal from Jim Esnault.

13. Library Director Report

- a. Library Director would like to submit a report to the Board on March 6, 2023 regarding Mr. Brown's assessment.

14. Board Comments

15. **Adjournment** – a motion was made by Secretary Allen and seconded by Vice-Chair Brinker Marion to adjourn the meeting.

Roll call: Secretary Allen – Yes, Vice-Chair Brinker Marion – Yes,

Chairperson Richardson – Yes

Motion Passes