

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
April 27th, 2023 at 5:30 p.m.
Pontiac Public Library Auditorium

1. **Call Meeting to Order / Roll Call:** Meeting Called to Order: 5:50 PM
 - a. Present – Chairperson Richardson, Treasurer Hatchett, Secretary Allen
 - b. Absent – Trustee Maxey, 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 Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.
4. **Public Comment –** No public comment

Edward Smith from Ed’s Franks proposed using his flat grill in the Library’s parking lot near the Pavilion on Thursday, Friday, and Saturday with a donation of \$100 a month.

Chairperson Richardson stated the Board would soon review and update the Pavilion policy while the renovation work is still being completed. She informed Ed the space was open to the Pontiac community and could not be limited to just one person or group for extended periods of time.

Ed then inquired whether he could grill outside the Pavilion.

Chairperson Richardson responded that the Board would take it under consideration and read his proposal. Then once the policies were finalized Ed would be notified of the policies and if his proposal was approved or not.
5. **Approval of Minutes – February 2nd**

A motion to approve the February 2nd minutes was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.
6. **Approval of Minutes – March 21st**

A motion to approve the March 21st minutes was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.
7. **Approval of Minutes – 23rd**

A motion to approve the March 23rd minutes was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

8. Librarian Reports:

- a. Teen Librarian – Josh Campeau (absent)
- b. Adult Librarian – Gregory Roehrig
- c. Technology Library – Spyros Tsompanakis (absent)
- d. Circulation and Technical Service Coordinator – Edmond Richardson (absent)
- e. Executive Assistant – Marlene Marion

9. Financial Report:

Vincent Harden

Mr. Harden, the library's accountant, presented the financial report beginning with the profit and losses budget vs. actual for July 2022 through March 2023.

Total Revenue - \$1,005,147.35

Total Expenses - \$755,828.35

Net Income - \$ 249,319.00

Chairperson Richardson asked Mr. Harden if the library still owed for the Shelving lease. Mr. Harden explained that amount could be found on our debt services report.

Chairperson Richardson spoke of the need for Mr. Harden to work with the Library Director to better prepare for the first and second reading for the budget.

A motion to approve the Financial Report was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

10. Director's report:

Kevin Brown

Director Brown states he is working on Library branding, customer service surveys, visiting other libraries in Oakland County, establishing a Code of Conduct, researching vendor options for contracted services, and talking to the community about a Friends of the Library group.

Chairperson Richardson stated that contracted vendors needed to be invited to the May 25th board meeting and if needed RFPs could be submitted afterwards.

A motion to approve the Director's Report was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

11. Chairperson's Report:

Chairpersons gave updates on Pavilion renovations. The Pavilion should be ready for use by the end of May. Copies of the old policies and procedures for the Pavilion were shared and discussion was started concerning updates in the policies.

Chairperson spoke briefly about floor improvements done on the lower level of the library. She also spoke to the need of further title work and the possibility of an updated water fountain with a bottle refill station.

A motion to approve the Chairperson's Report was made by Treasurer Hatchett, and seconded by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

12. Action items:

Trustee candidates interviewed:

Ms. G. Johnson and Ms. R. Howard were asked six questions each.

A motion to approve Ms. R. Howard to fill the trustee vacancy on the board was made by Treasurer Hatchett, and second by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

13. Old Business:

Chairperson spoke of the Asian Pacific Islanders program she attended and met with sponsors of the library's AAPI program in May.

She also spoke to the need of promoting literacy in library programming.

Secretary Allen suggested visiting football practices to speak to coaches about making summer reading a priority for the little league players.

14. New Business:

There was no first read of the Budget so a Special Board Meeting will be scheduled on May 18th to do the first read.

A motion to table the first read of the budget was made by Treasurer Hatchett, and second by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Motion Passes.

15. Board Comments:

Treasurer Hatchett: No comments, Secretary Allen: No comments, Chairperson Richardson stated she greatly appreciated Treasurer Hatchett and Secretary Allen for their efforts and attending.

16. Adjournment:

A motion to adjourn the meeting was made by Treasurer Hatchett, and second by Secretary Allen. Roll call – Treasurer Hatchett – Yes, Secretary Allen – Yes, Chairperson Richardson – Yes. Meeting adjourned at 7:53pm.