

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**March 23<sup>rd</sup>, 2023 at 5:30 p.m.**  
**Pontiac Public Library Auditorium**

1. **Welcome**
2. **Call Meeting to Order / Roll Call:** Meeting Called to Order: 5:40 PM
  - a. Present – Chairperson Richardson, Trustee Maxey, Vice-Chair Brinker Marion, Secretary Allen
  - b. Absent – Treasurer Hatchett
3. **Moment of Silence**
4. **Approval of Agenda –**

A motion to have a closed session of 15 minutes or less added to the agenda was made by Trustee Maxey and seconded by Chairperson Richardson.  
Roll call - Trustee Maxey – I, Chairperson Richardson - I.  
Motioned Passes  
Close Session added to 7d on the Agenda.
5. **Approval of Minutes – January 26<sup>th</sup>, February 16<sup>th</sup>, and February 28<sup>th</sup>**

Minutes were approved as written unanimously.
6. **Public Comment –** No public comment
7. **Reports**

- a. **Financial: 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 February 2023.

Total Revenue - \$999,653.18  
Total Expenses - \$656,561.06  
Net Income - \$ 343,092.12

Mr. Harden explained the over budget in revenue in primarily a result of refunds from the state for over \$30,000 and some additional personal property tax revenue totaling over \$8,000.

Chairperson Richardson and Mr. Harden both agreed some further action is needed to find an investment opportunity for the equity. Afterwards Trustee Maxey stated he was still concerned that the Library not invest with companies dealing with developing nations. Mr. Harden stated that this is the reasoning behind the sole vendor in the past being rejected by the board.

Trustee Maxey then makes a motion to cease banking with Fifth Third Bank. The motion failed for lack of support.

Chairperson Richardson asked the board If all members were comfortable with the check detail presented in the report.

Vice Chairperson Brinker Marion questioned a missing check 3494 in the sequential check order. Mr. Harden explained sometimes checks are voided and never printed and entered it would not show on the report. Vice Chairperson Brinker Marion requested verification and picture of the check.

Parliamentarian Jones states the financial reports are filed for audit.

b. Board Chairperson Report: Rosie Lance-Richardson

Chairperson Richardson spoke on the Women's History Month program featuring Michigan Supreme Court Justice Kyra Harris Bolden. Chairperson Richardson requested a DVD of the program be provided to all Board members.

The Chairperson also requested a DVD of a past gala be made and given to all board members so a discussion could be had concerning a future gala hopefully the following week.

Chairperson Richardson plans to provide board self-evaluation forms ALA made available to be completed at the next board meeting and then at the proposed Board retreat.

Chairperson Richardson mentioned meeting for the second time to members of the Holiday Extravaganza planning team. She mentioned the library would continue with similar events of years' past. She mentioned the pavilion would not be used for handing out hotdogs and hot chocolate.

Chairperson Richardson mentioned the plan for a program for May for Asian Pacific Islanders Heritage Month.

Chairperson Richardson mentioned the ALA conference and informed the board to coordinate attending with the Library Director. The Library Director, Kevin Brown informs Chairperson Richardson that he sent an email out to the board inquiring if they were members and if they had received membership renewal invoices. Director Brown stated he had not received any responses to his email. He follows stating he would need to speak to each board member to verify membership and then sign those up who are not already members.

Chairperson Richardson mentioned the policies and procedures for pavilion use in the Spring and Summer.

Chairperson Richardson mentioned wanting to meet with Director Brown and the library's accountant Mr. Harden concerning departmental budgets.

Trustee Maxey moves that the board drafts and adopts a policy that covers the procedures and guidelines as it relates to community use of the pavilion for profit or nonprofit. Secretary Allen second the motion.

During discussion Chairperson Richardson mentioned there were already sound guidelines in place to review and edit when necessary. There is no need to start from scratch.

Secretary Allen questioned whether the Library received any proceeds for the pavilion profits. Chairperson Richardson confirmed a percentage was given to the library. She went on to say discussions should be had as a board on which policies to keep, delete, and/or change.

Vice Chairperson Brinker Marion questioned if the Chairperson's desire to discuss Library budget with Director Brown and Mr. Harden was something the board should be involved with because they may fall within day to day operations for the library.

Roll call - the motion was passed.

Vice Chairperson Brinker Marion moves to amend the agenda to have number Department reports: 8a, 8b, 8c, and 8d moved before Reports 7c. Secretary Allen seconded the motion.

Motion passed.

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

### **Closed Session**

Begins: 6:48pm

Ends: 7:14pm

#### **8. Director's report:**

Director Brown states he is working on an assessment report to submit to the board before the end of the month so they can review and ask questions at the next board meeting.

#### **9. Unfinished Business:**

No unfinished business

#### **10. Friends of the Library:**

Vice Chairperson Brinker Marion states she, former Interim Director Colleen Vieira, Director Brown, met a few weeks ago to discuss first steps with beginning

a Friends of the Library. She reiterated that she was only involved in getting the process rolling and would not be a part of the ongoing process. Chairperson Richardson informed everyone Secretary Allen was interested in being involved in the initial process. Secretary Allen confirmed her desire to be a part of the startup process. Director Brown mentioned he had been in contact with a person serving with another nearby Friends group to gain more information. He also mentioned he had spoken to a few people in the community about their interest to be a part of a Friends of the Pontiac Library. He also mentioned a small grant which he is in the process of applying for. He will continue to work to learn more and share any knowledge with the board. Vice Chairperson Brinker Marion mentioned a signup sheet where several interested people in attendance of the Women's History program was available in her library mailbox for Mr. Brown to use.

**11. Gala:**

Chairperson Richardson request Edmond Richardson create some DVDs of past Galas for board members to review to spark discussion on possible dates, locations, and ideas in regards to the future Gala.

**12. Board member replacement:**

Secretary Allen makes a motion to have the vacant board trustee position posted on the library's website, social media, and library marquee. The board makes the due date for letters of intent for April 10<sup>th</sup>. Chairperson Richardson seconded the motion.

Motion passed.

**13. Review/Discuss – Foster Swift legal opinion:**

Discussed in closed session

**14. New Business:**

Secretary Allen makes a motion to discuss the possibility of the Library offering scholarships to seniors at Pontiac High Schools 23-24. Trustee Maxey seconds the motion.

Motion passed.

Chairperson Richardson states the Library would have to do a fundraiser because Library Funds cannot be used for scholarships. She follows with a question concerning the number of students, what type of secondary education, and would this education be related to libraries. The board decides to start a committee to research a fundraiser for scholarships.

**15. Review Individual department budgets:**

Chairperson Richardson states this was already mentioned this in her earlier report.

**16. Review/Discuss: Employee files/job descriptions:**

Chairperson Richardson states she would like the Director review all employee files to make sure they were all current and up to date.

**17. Board Comments:**

Trustee Maxey made comments concerning proposals he is interested in

1. Mental Health dangers for African American populations
2. Military Museum
3. Updated information/sections on African American History

He will have all three proposals at the next meeting.

Secretary Allen made the comment her family owned BBQ business could possible participate in a fundraiser for scholarships. Chairperson Richardson states it is possible as the business would not benefit in the fund raiser as only the students (or scholarship fund) would benefit. Chairperson Richardson follows that there is no conflict of interest.

**17. Adjournment:**

Meeting adjourned at 7:57pm.