

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
May 25th, 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, Secretary Allen, Trustee Howard, Trustee Maxey
 - b. Absent – Vice-Chair Brinker Marion, Treasurer Hatchett
2. **Moment of Silence**
3. **Approval of Agenda –**

A motion to approve the agenda was made by Trustee Maxey, and seconded by Trustee Howard.

Roll call – the motion was approved unanimously.

4. **Public Comment –**

Dr. Ashelin Currie and Damany Head, from the Pontiac United Education Coalition and Pontiac READS! Both instructed the members of the meeting through a Heart Coherence breathing exercise, designed to relieve stress and realign focus.

5. **Approval of Minutes – April 27th**

A motion to approve the April 27nd minutes was made by Secretary Allen, and seconded by Trustee Howard.

Roll call – the motion was approved unanimously.

6. Librarian Reports:

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

7. 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 April 2023.

Total Revenue - \$1,033,617.39

Total Expenses - \$841,027.48

Net Income - \$ 192,589.91

Chairperson Richardson questioned Mr. Harden about it only being one grant listed. Mr. Harden explained if additional funds came without a grant award letter those funds would be classified as something else.

A motion to approve the Financial Report was made by Trustee Howard, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.

8. Director's report:

Kevin Brown

Director Brown states in visiting another library they learn of some libraries getting a nonprofit access to Canva. If not, we will purchase a version to use on marketing.

The vending machine was replaced.

Signs around the library regarding cell phone usage seem to be working well.

Customer Service Surveys show the majority of patrons are satisfied or very satisfied with the service they receive in the library. The survey also helps to highlight where some of our shortcomings are.

We received a \$400 grant from the Mideastern Michigan Library Cooperative awarded to help us restart our inactive Friends of the Library group.

Tiffany Northern's Wednesday programs (assisted primarily by Anaisha, Kimaii, plus several other staff) are generating more and more children.

A motion to approve the Director's Report was made by Trustee Maxey, and seconded by Trustee Howard.

Director Brown, presents the second draft of the 2023 – 2024 Library budget.

Roll call – the motion was approved unanimously.

9. Chairperson's Report:

Chairpersons Richardson

Chairpersons states there will be a lite dinner served at board meetings. Chairpersons states the Director, Librarians, Circulation and Technical Service Coordinator, and Executive Assistant are expected to be present to give reports at the board meeting.

Interested in a Wear Orange (fight for a future free from gun violence) program.
See Secretary Allen about possible participations.

Pavilion is awaiting certification.

Program where patrons can apply for passport at the library might be an opportunity to create revenue.

Board retreat venue options are being discussed; possibly Eagle Crest (Ann Arbor Marriott Ypsilanti at Eagle Crest).

Save the date calendar provided to Board members.

Comerica Bank Live Math Scholars (6 & 7th grader)

Summer Reading Kickoff carnival items will be continued after 4pm until 10pm (sponsored by the City of Pontiac) as a part of the city's Juneteenth Celebration program.

Roll call – the motion was approved unanimously.

10. Action Items

- a. Approval of Gregory Terrell & Company engagement letter.

A motion to approve the Gregory Terrell & Company letter of engagement was made by Trustee Howard, and seconded by Secretary Allen.

Roll call – the motion was approved unanimously.

11. Old Business:

- a. Pavilion use and update for opening.

\$7,600 more dollars will be paid after the certificates are received for city and county.

12. New Business:

- a. Vendor Presentations
 - Gregory Terrell & Company
 - Vincent Harden and Associates
 - Polk Facility Solutions
 - J&P Snow Removal
 - Carrera Landscaping, Inc.

- b. Comerica Bank Live Math Scholars (6 & 7th grader), 90% paid and Comerica Bank sponsors

- c. Summer Movies and events: will be discussed later.

13. Board Comments:

Treasurer Howard: No comments, Secretary Allen: Thanked Mr. Brown. There is a different energy (positive) in the library. Respect of the Board is major. Chairperson Richardson seconded Secretary Allen's comments.

16. Adjournment:

A motion to adjourn the meeting was made by Trustee Maxey, and seconded by Secretary Allen.

Roll call – the motion was approved unanimously.