

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
June 22nd, 2023 at 5:30 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Roll Call:** Meeting Called to Order: 5:45 PM
 - a. Present – Chairperson Richardson, Secretary Allen, Trustee Howard, Trustee Maxey, Vice-Chair Brinker Marion
 - b. Absent – Treasurer Hatchett
3. **Moment of Silence**
4. **Approval of Agenda –**

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

Discussion - Chairperson Richardson mentions the agenda does not start with a Welcome and should be added to the agenda.

Roll call – the motion was approved unanimously.
4. **Public Comment –**

No Public comments.

Dawn Hicks of Site One Eastern Area Business manager was not able to make a presentation. Chairperson Richardson mentions all the landscaping materials that, “she gave us such a price on the items.” Also, a projected \$20,000 to do a native garden, and she is willing to sit down and work with us to put the project together so that it can be approved by Oakland County. They would be providing the funding for that.
5. **Approval of Minutes – May 18th**

A motion to approve the May, 18th minutes was made by Secretary Allen, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.
6. **Approval of Minutes – May 25th**

A motion to approve the May, 25th minutes was made by Secretary Allen, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.
7. **Librarian Reports:**
 - a. Teen Librarian – Josh Campeau (absent)
 - b. Adult Librarian – Gregory Roehrig (absent)
 - c. Technology Library – Spyros Tsompanakis (absent)

- d. Circulation and Technical Service Coordinator – Edmond Richardson (absent)
- e. Executive Assistant – Marlene Marion (absent)

8. Closed Session (Personnel matters):

A motion was made to enter a Closed Session by Chairperson Richardson, and seconded by Trustee Howard.

Roll call – the motion was approved unanimously.

Board exited closed session: at 7:05 PM

A motion was made to reconvene the meeting by Trustee Howard, and seconded by Trustee Maxey.

Meeting reconvenes at 7:06 PM

Roll call – the motion was approved unanimously.

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 May 2023.

Total Revenue - \$1,030,296.42

Total Expenses - \$966,812.51

Net Income - \$63,483.91

Mr. Harden explained that an increase in the library's Net Income would be offset by some additional expenditures that were approved by the board: In an effort to take advantage of our projected Net Income this fiscal year. Computers that were to be purchased next fiscal year will be purchased this fiscal year because of the projected surplus. That was about \$20,000 as well as an additional \$17,000 of debt service, scheduled to be paid next fiscal year that will be paid this fiscal year. This is how we were able to balance the budget for next fiscal year, along with the additional projected income of \$60,000 for State Aid total.

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

Roll call – the motion was approved unanimously.

10. Chairperson's report:

Chairperson Richardson

No Report

11. Director's report:

Kevin Brown

Branding:

Director Brown stated the library's attempt to get nonprofit access to Canva was unsuccessful. We started a free trial and will purchase afterward the trial ends. We will be able to make a one-page Library Information sheet and seasonal bookmarks.

Building Issues:

Landscaping maintenance before Summer Reading. Lizut came to get the air condition unit on.

Networking:

Director visited Northville Library. Their flyers were a great example of what can be done with Canva.

Customer Service Surveys continue to generate responses. For the most part we are receiving satisfactory ratings. The unsatisfactory ratings were mostly from one department and time which made it easy to identify the issue. Director Brown mentioned meeting with an employee to review expectations.

Director Brown also meet with various Security company representatives to get scheduling and pricing information to gain a better understanding of market prices. If we reduced security by two hours in the beginning of the workday we would see a cost savings of slightly over \$11 thousand dollars. The director mentioned the concern was access to the lower level and safety of a part time summer worker, as well as, the need to change where patrons enter the building if a change in security was made.

Director Brown mentioned sending the board the new proposed quote from the current janitorial vendor.

He mentioned the part time workers for this summer consist of 2 working to organize downstairs and 1 to work with filing, marketing, and website.

Chairperson Richardson asked if the subject of the part time workers had been brought before the Board. Director Brown stated that he, Mr. Harden, and Chairperson Richardson discussed it and then it was brought before the Board during the first Budget hearing. Secretary Allen asked if it was explained in detail.

Director Brown stated that the rationale was giving and the Board was told there would be 3 persons hired but it was not explained that 2 would work to clean downstairs.

Chairperson Richardson asked for a more detailed explanation. Mr. Brown explained using the budget spreadsheet to illustrate the total cost of the workers and then reiterated 2 working to organize downstairs and 1 to work with filing, marketing, and website.

Secretary Allen stated that it was discussed prior to the first reading of the budget but never explained in detail. She further mentioned there was a prior discussion about hiring someone to clean the lower level.

Director Brown agreed it was never explained in detail. He stated he was unaware that the Board had met regarding a lower level clean up before he was hired and assured the Board he would make sure to present as many details as possible going forward.

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

Roll call – the motion was approved unanimously.

12. Action Items

- a. Approval of the 2023-2024 budget.

A motion to approve the 2023-2024 budget was made by Trustee Maxey, and seconded by Trustee Howard.

Secretary Allen inquired if there were any more items that needed more detailed explanations? Director Brown mentioned:

- Approximately \$20,000 for purchasing the computers before the next fiscal year
- Over \$50,000 prepayment for TLN services
- \$17,000 prepayment for debt services (shelving)

Trustee Howard stated she would strongly recommend keeping security for the full 10 hours. The amount we would save is not worth the risk.

Vice Chair Brinker Marion mentioned the possibility of a buzz in door and a hidden alarm button.

Roll call – the motion was approved unanimously.

- b. Landscaping contract.

Chairperson Richardson stated a check for Carrera Landscaping was present but she would not sign it because no work had been done.

Secretary Allen inquired about who did the work in their absence and Chairperson Richardson answered Neat and Clean. Secretary Allen asked who was Neat and Clean and how did they enter the landscaping equation. Chairperson Richardson told the Board Neat and Clean was her recommendation. Secretary Allen pointed out this was another example of the Board not being notified or voting on a vendor, services, or checks issued.

Vote – Trustee Howard - Yes, Trustee Maxey – No, Chairperson Richardson – No, Vice Chairperson Brinker Marion – No, Secretary Allen – Yes.
Motion passes.

13. Old Business:

No Old Business

14. New Business:

a. Extension of two Summer Part Time Workers.

Chairperson Richardson stated the desire is for the two Summer Part Time Workers to be extended from six weeks to eight weeks.

Vice Chairperson Brinker Marion questioned if the workers in question were recommended by Chairperson Richardson. Chairperson Richardson states not all applicants were recommended by her. Secretary Allen inquires if the people hired were. Chairperson Richardson acknowledges both hired Part Time Summer Workers were her recommendations. Secretary Allen asked who did the hiring. Director Brown states that he did the hiring. Secretary Allen follows that Chairperson Richardson imposing influence is problematic.

A motion to Approve the extension of two Part Time Summer Workers, was made by Trustee Maxey, and seconded by Secretary Allen.

Vote - Vice Chairperson Brinker Marion – No, Secretary Allen – No, Trustee Maxey – No, Chairperson Richardson – abstain, Trustee Howard – Yes.
Motion does not pass.

b. Approval of security hours' reduction

Chairperson Richardson states she would like to make a motion to table the approval until more information can be made on having a buzz in door. Secretary Allen stated she felt the hours should remain the same.

A motion to keep the security hours the same covering the entire time the library was opened was made by Secretary Allen, and seconded by Trustee Maxey.

Roll call - Secretary Allen – Yes, Trustee Howard – Yes, Trustee Maxey – Yes, Chairperson Richardson – No, Vice Chairperson Brinker Marion – Yes.
Motion passes.

15. Board Comments:

No comments.

16. Adjournment:

A motion to adjourn the meeting was made by Vice Chairperson Brinker Marion, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.