

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
August 24th, 2023 at 5:30 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Meeting Called to Order: 5:48 PM**
3. **Moment of Silence**
4. **Roll Call**
 - a. Present – Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Maxey, Trustee Howard.
 - b. Absent – Treasurer Hatchett, Secretary Allen.
5. **Approval of Agenda –**

A motion to remove item 14. Action Items from the agenda was made by Trustee Maxey. The motion was not seconded.

Motion fails for lack of support.

A motion to approve the agenda as written was made by Trustee Howard, and seconded by Vice-Chair Brinker Marion.

Roll call – the motion was approved unanimously.
6. **Approval of Minutes – June 22nd**

A motion to approve the June, 22nd Board Meeting minutes was made by Trustee Howard, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.
7. **Approval of Minutes – July 11th**

A motion to approve the July, 11th Special Board Meeting minutes was made by Trustee Maxey, and seconded by Vice-Chair Brinker Marion.

Roll call – the motion was approved unanimously.
8. **Approval of Minutes – July 27th**

A motion to approve the July, 27th Board Meeting minutes was made by Trustee Howard, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.
9. **Public Comments –** Prince Ravanna Miles-El asked,
 1. Where could he obtain a vendor packet?

2. How could he find a RFP and where would he submit one to the library?
3. Have you all thought about creating a podcast space for podcasters or something like that?

Chairperson Richardson suggested Miles-El schedule some time with Director Brown to get the answers he's seeking.

Presentation

a. Christopher Hansby, from Lizut Heating/Cooling was not present. Chairperson Richardson states the board received a proposal from Lizut for servicing the water tower, but she let Mr. Hansby know the board needed at least two more recommendations a decision could be made. She also mentioned a monthly maintenance service on the water tower, to hopefully avoid the AC going out like this past summer. It was a must to have a maintenance agreement.

b. Reginald Hayes: Pavilion update.

Mr. Hayes said the Pavilion project itself is that in my estimation, 90% complete. We're trying to get an application through the health department with regards to certifying the kitchen and also get a certificate of occupancy. We submitted drawings of the fire system to the city for them to review, which is the normal process, and to approve the drawings or comment on the drawings. Nevertheless, there is still a hold up. There was complete employee turnover with the Building and Safety Department and the drawings could not be found. Mr. Hayes asked the if the board members would speak to the city to see if something could be done to expedite the situation.

There was also discussion of a Safe Serve License. Vice Chair Brinker-Marion stated that we need to pick someone here that has that license so that license can be present here in the library.

A motion was made by Vice Chair Brinker-Marion, for the library to offer a Safe Serve class to the community for a fee. The class will be taught by an agent from Oakland County and free for library employees. The motioned was seconded by Trustee Howard.

Roll call – the motion was approved unanimously.

A motion was made by Trustee Maxey to pay Mr. Hayes the last installment of his contract. The motioned was seconded by Trustee Howard.

Roll call – the motion was approved unanimously.

Board ask that the Director Brown contact Oakland County concerning the price and availability of food safety classes.

c. Beverly Thomas 2 as 1 Forever, Grant partnership.

Mrs. Thomas states she is interested in promoting family involvement and our organization has a mission to help families to stay connected. She is asking for a partnership with the library in regards to a grant and utilizing space within the library. She would do one on ones as well as workshops and presentations a minimum of three days out of the week.

Vice Chair Brinker-Marion questioned whether younger people will relate programs.

Trustee Howard questioned the amount of time Mrs. Thomas wanted to conduct programing in the library. Mrs. Thomas mentioned she was looking for office space on the lower level.

Trustee Maxey spoke of the need for information and education on family focus and mental health.

Chairperson Richardson follows saying there is no need for a vote just continue to communicate with the Director and look into a pilot program before you start.

10. Update on Retreat for Board

Chairperson Richardson suggested everybody e-mail one another some ideas about location and dates.

11. Financial Report

Vincent Harden

Mr. Harden, the library's accountant, presented that financial report beginning with the profit and losses budget vs. actual for July 2022 to June 2023. Whole fiscal year report subject to our audit or any audit adjustment made subject to the conclusion of the audit.

Total Revenue – \$1,204,890.50

Total Expenses - \$1,155,036.37

Net Income - \$49,854.13

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

Total Revenue - \$64,652.77

Total Expenses - \$82.542.03

Net Income - \$ -17,889.26

12. Director's Report

Kevin Brown

Director Brown reports the summer intern completed a library one-page information handout. It has been useful in conveying the library hours, how many books can be checked out, as well as how many items can be checked out at one time. We have also been able to provide bookmarks, flyers, name badges, and a digital resources handout.

Outreach is also a time where the intern has been really helpful. Assisting the day care visits and Peterson Senior center.

Brown speaks of customer satisfaction survey being helpful in patrons pointing out what they like or not, and why.

The Director stated he and Mr. Richardson would be interviewing a Youth Services Library in a week.

13. Chairperson's Report

Chairperson Richardson

Chairperson Richardson states one of the Action item is the Oakland County Election Board came out and met with Kevin and I regarding early voting at the Library for Oakland County from through from October 2023 through November of 2024. And so they looked around and they looked at the area in which they wanted to have the early voting at the library and their other libraries. We talked about an option for one of the dates that they needed to use the downstairs area.

The Chairperson also speaks on action items to consider the update of the kitchen on the lower level.

14. Action Items

- a. Oakland County Election Board request for early voting site for 2023 and 2024 at the Pontiac Public Library.

A motion was made by Trustee Howard, to move forward with the Oakland County Early voting 2023-2024, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.

A motion was made by Trustee Howard, to table everything from Action Item B to E. There was no second. Motion failed for lack of support.

- b. Writing and signing all check / Authorized signers for the Pontiac Public Library /
Number of Signatures

- c. Removal of a trustee from seated position
- d. Complete work for a prior approved paint/repair
- e. Extension for 2 workers for lower level to handle inventoried items: sale, discard, organization, mold issues.

15. Review Checks for signing

16. Board Comments:

Trustee Howard conveyed a need to set time limits presentation and public comment times. And even with that and we even have some flash cards to tell them you have two minutes left or you have one-minute left.

A motion was made by Vice Chair Brinker-Marion, that the Board research the coast and invest in the stenographer for future meetings, starting on next month. Trustee Maxey second the motion.

Roll call – Trustee Howard. Yes, Trustee Maxie. Yes, Chairperson Richardson. No. Vice Chair Brinker Marion. Yes. Motion passes.

17. Adjournment:

A motion to adjourn the meeting was made by Trustee Maxey and seconded by Trustee Howard

Roll call – the motion was approved. Meeting adjourned.