

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**September 28<sup>th</sup>, 2023 at 5:30 p.m.**  
**Pontiac Public Library Auditorium**

1. **Welcome**
2. **Call Meeting to Order / Meeting Called to Order: 5:36 PM**
3. **Moment of Silence**
4. **Roll Call**
  - a. Present – Chairperson Richardson, Vice-Chair Brinker Marion, Treasurer Hatchett, Trustee Maxey (left at 7pm), Trustee Howard, and Secretary Allen (arrived at 6pm).

5. **Approval of Agenda –**

A motion to approve the agenda as written was made by Trustee Howard, and second by Trustee Maxey, but with an amendment.

Discussion - Trustee Maxey wishes to amend the agenda having the Action Items moved from #13 to #6 on the agenda.

Roll call – Chairperson Richardson, No; Vice-Chair Brinker Marion, Yes; Treasurer Hatchett, Yes; Trustee Maxey, Yes; and Trustee Howard, No

The motion passed.

6. **Action Items**

- a. By-laws Committee report: The first read of the By-laws Committee proposed amendments.

Discussion - a discussion ensued

A motion to give one week for comments to be submitted in response to electronic copies of By-laws resolutions, was made by Secretary Allen, and second by Vice-Chair Brinker Marion.

Discussion - a discussion ensued

Secretary Allen rescinded the motion to give one week for comments to be submitted in response to electronic copies of By-laws resolutions, and Vice-Chair Brinker Marion rescinded the seconding of the motion.

A motion to give two weeks for Board members to provide comments electronically in response to By-laws resolutions, was made by Secretary Allen, and second by Trustee Maxey.

Discussion - a discussion ensued: Response submission deadline October 12<sup>th</sup>, 8PM.

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Treasurer Hatchett, Yes; Secretary Allen, Yes; Trustee Maxey, Yes; and Trustee Howard, Yes.

The motion passed.

- b. Treasurer – M. Hatchett. Chairperson Richardson reads the board Treasurer Hatchett’s letter of resignation from the Treasurer position of the Board. Chairperson Richardson states that nominations from the floor for Treasurer position can be made.

A motion to nominate Trustee Maxey for treasurer was made by Secretary Allen, and second by Vice-Chair Brinker Marion.

Trustee Maxey accepted the nomination.

A motion to nominate Trustee Howard for treasurer was made by Chairperson Richardson, and second by Trustee Howard.

Trustee Howard accepted the nomination.

Trustee Maxey for Treasurer

Roll call – Chairperson Richardson, No; Vice-Chair Brinker Marion, Yes; Treasurer Hatchett, Yes; Secretary Allen, Yes; Trustee Maxey, Yes; and Trustee Howard, No.

The motion passed.

Trustee Maxey will now be the Board Treasurer.

- c. Attendance of 3 staff and 1 Board Member attending MLA conference in Kalamazoo, October 18-19.

Discussion - a discussion ensued

A motion to table remaining discussions regarding attendance and registration for the 2023 MLA conference in Kalamazoo, October 18-19, was made by Secretary Allen, and second by Treasurer Maxey.

Discussion - a discussion ensued

Roll call – Chairperson Richardson, No; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Treasurer Maxey, Yes; and Trustee Howard, Yes.

The motion passed.

d. Health and fitness area and equipment

Discussion - a discussion ensued regarding health and fitness equipment used in the lower level of the library.

A motion to table additional discussions regarding usage of health and fitness equipment in the lower level of the library until further investigation and discussions could take place, was made by Treasurer Maxey, and second by Vice-Chair Brinker Marion.

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Treasurer Maxey, Yes; Trustee Hatchett, Yes; and Trustee Howard, Yes.

The motion passed.

e. Approval of check signing

A motion to approve the signing of checks that were listed and reviewed by the Board, was made by Trustee Hatchett, and second by Treasurer Maxey.

Discussion - a discussion ensued

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Treasurer Maxey, Yes; Trustee Hatchett, Yes; and Trustee Howard, Yes.

The motion passed.

**7. Approval of Minutes – August 24<sup>th</sup> Meeting Minutes**

A motion to approve the August 24th Board Meeting minutes was made by Trustee Howard, and seconded by Treasurer Maxey.

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Treasurer Maxey, Yes; Trustee Hatchett, No; and Trustee Howard, Yes.

The motion passed.

### **Approval of Minutes – September 13<sup>th</sup> Special Meeting Minutes**

A motion to approve the September 13th Special Board Meeting minutes was made by Secretary Allen, and seconded by Trustee Maxey.

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Treasurer Maxey, Yes; Trustee Hatchett, No; and Trustee Howard, Yes.

The motion passed.

#### **8. Public Comments – None**

#### **9. Reginald Hayes: Pavilion update.**

Mr. Hayes updates the board on the Pavilion renovation project. He informs the Board members that even after lawyers were involved, he has yet to hear from the City of Pontiac as it relates to necessary reports required for inspections and completing renovation work.

#### **10. Financial Report**

Vincent Harden

Mr. Harden, the library's accountant, presented that financial report beginning with the Profit and Loss Budget vs. Actual for July 2023 through August 2023.

Total Revenue - \$486,404.00  
Total Expenses - \$155,937.91  
Net Income - \$330,466.09

Afterwards, Mr. Harden summarized the Balance sheet through August 2023.

Total Assets - \$1,675,217.81

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

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Trustee Hatchett, Yes; and Trustee Howard, Yes.

The motion passed.

#### **11. Director's Report**

Kevin Brown

Director Brown's reports consisted of a grant update:

- the federal grant with funds for capital improvements require and EIN number, architectural summary and quotes for all proposed projects was not prepared in time to meet the deadline.
- Pontiac Founders grant also requires an EIN or a letter of certification was not prepared in time to meet the deadline.
- we are still working on the Out of School grant. It requires 1.5 – 2 hours of afterschool programing from January until the last week of school.

Mr. Brown reported on ServSafe® Food Protection Manager Certification courses with dates and times coordinated through Oakland County.

A mold remediation company was contacted to inspect certain areas of the lower level.

MLA membership was renewed and Trustee Howard was updated in place of the board member she replaced.

The interview committee for the Youth Librarian has an interview scheduled on tomorrow.

There are steps being investigated which need to take place to get the Friends Group 501(c)3 status updated. Director Brown has had conversations with another local director and their Friends group president to gain more insight on the right steps to reestablishing Pontiac Public Library's Friends group.

The photographer used for past Board member photos was contacted to confirm Trustee Howard's phot being taken.

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

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Trustee Hatchett, Yes; and Trustee Howard, Yes.

The motion passed.

## **12. Chairperson's Report**

Chairperson Richardson

N/A

### **13. Board Comments:**

Trustee Howard recommended communicating with the local schools to gain access to summer reading list. This information could be used to steer collection development. Interested in joining the committee for the Library 100<sup>th</sup> anniversary.

Vice-Chair Brinker Marion mention looking at returning to broadcasting the meetings live. Please send comments concerning the By-laws amendments.

Secretary Allen suggested the Board meet to discuss the Board retreat. She also mentioned she and Vice-Chair Brinker Marion attended a nearby library's Board meeting and commented on how efficiently it was run.

### **14. Adjournment:**

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

Roll call – Chairperson Richardson, Yes; Vice-Chair Brinker Marion, Yes; Secretary Allen, Yes; Trustee Hatchett, Yes; and Trustee Howard, Yes.

The motion passed.