

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
January 25th, 2024 at 5:30 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Meeting Called to Order: 6:05 PM**
3. **Moment of Silence / Prayer**
4. **Roll Call**
 - a. Present - Chairperson Richardson, Vice-Chair Brinker Marion, Secretary Allen, and Trustee Howard
 - b. Absent - Treasurer Maxey, Trustee Hatchett
5. **Approval of Agenda**

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

Discussion – A motion was made to amend the agenda by tabling 11. Action Items A, D, E, and G, was made by Vice-Chair Brinker Marion and seconded by Secretary Allen.

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

The motion passed.
6. **Public Comments**

None
7. **Presentation: Damany Head – Pontiac Regional Chamber**

Mr. Head spoke of the past relationship of the Pontiac Public Library (PPL) and Pontiac Regional Chamber (PRC) with the hope of the PPL once again becoming members of the PRC.
8. **Approval of December 21st, 2023 Meeting Minutes**

A motion to approve the December, 21st Meeting Minutes was made by Vice-Chair Brinker Marion, and seconded by Secretary Allen.

Discussion - none

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

The motion passed.

9. Financial Report

Vincent Harden

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

Total Revenue - \$1,022,025.85

Total Expenses - \$497,486.23

Net Income - \$524,539.62

Afterwards, Mr. Harden outlined the Balance sheet through 2023.

Total Assets - \$1,848,690.48

A motion to approve the Financial Report was made by Vice-Chair Brinker Marion, and seconded by Secretary Allen.

Discussion - none

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

The motion passed.

10. Director's Report

Kevin Brown

The Director informs the Board he is nearing completion of the State Aid report.

Mr. Brown updates the Board he and Circulation Manager, Edmond Richardson selected a new Teen Librarian and she will start February 5, 2024. He states that she will be present at the next Board Meeting to be formally introduced.

The plan is for the Director to transition from doing the Middle School Book Club and have the Teen Librarian take over. Then the Director will work to start a new Book Club at one of Pontiac School District's elementary schools.

Early Voting starts Saturday, 2/17 and continue through Sunday, 2/25. The schedule is 8:30 am to 4:30pm every day except Thursday, 2/22 from noon to 8pm. The Director will open the building with only access to the auditorium at 7:45am every day except Thursday, 2/22.

Mr. Brown notifies the Board about the staff evaluation process and the reorganization process.

Discussion – None

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

The motion passed.

11. Chairperson Report

Rosie Richardson

Mrs. Richardson wanted the Board to identify dates amendments and budget procedures for the 2024 Board meetings.

- Wednesday, April 24th (1st read of the 24-25 budget)
- Thursday, May 23rd (2nd read and Public Hearing for the 24-25 budget)
- Tuesday, June 11th (Final read and vote)
- Thursday, October 17th
- Thursday, November 21st
- Thursday, December 19th

Mrs. Richardson also spoke of inventory of specialty items which can be used for programs instead of renting items. As well as organizing the room on the lower level that houses the library decorations.

15. Action Items

- a. Audit Report
Moved to Agenda item 11.
- b. Approving Checks for Signing

A motion to approve the checks for signing was made by Vice-Chair Brinker Marion, and seconded by Secretary Allen.

Discussion – Vice-Chair Brinker Marion questioned if we paid a monthly service charge to Lizut. She also questioned if the we should inquire about acquiring one of their used vans which is for sale.

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

The motion passed.

17. Old Business

- a. Director's Evaluation - Update
Board members discussed various evaluation forms for consideration.
- b. DTE Easement at Library
Board suggested the Director get more information from DTE and the City of Pontiac attorney.

18. New Business

- b. Black History Program
The Director presented the Board with a flyer of the Black History program with a Teen Essay Contest and author Hill Harper.
- d. PLA and ALA Conferences
The Director informs the Board that PLA is April 3-5 in Columbus, OH and advanced early registrations end on February 23rd.
ALA is June 27 – July 2nd in San Diego, CA. and registration opens February 20th.

The Director informs the Board that not all Board Members are ALA members. Only Mrs. Richardson and Ms. Allen are members.

18. Board Comments

Vice-Chair Brinker Marion mentioned the Girl Scout attended the Wednesday Art Camp and she was impressed with the program. She applauded Tiffany Northern for the job she has done with the program. She hopes to see other valuable programs in the near future.

She also mentioned having a list of four people who could come out to do Safe Serve.

Trustee Howard mentioned the time remaining cards were useful in getting presenters to wrap up their presentations. She will have them laminated and available to use in the future.

Secretary Allen mentioned the Oakland County lists us as a Warming Center. The Board asked Mr. Brown to find out who was responsible for having the library listed as a Warming Center on Oakland County's website

Chairperson Richardson reminded the Director to send out dates and times for Pontiac Early Voting at the Library.

19. Adjournment

A motion to adjourn the meeting was made by Vice-Chair Brinker Marion, and seconded by Secretary Allen.

Discussion – none.

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

The motion passed.

Meeting adjourned.