

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
March 28th, 2024 at 6:00 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:28 PM
3. **Moment of Silence**
4. **Roll Call:**
 - Present – Chairperson Richardson, Treasurer Maxey, Trustee Howard, Secretary Allen.
 - Absent – Vice-Chair Brinker Marion, Trustee Hatchett
5. **Approval of Agenda –**

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

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.
6. **Public Comment –**

No Public comments.
7. **Approval of February 22nd Board Meeting Minutes**

A motion to approve the February 22nd minutes was made by Secretary Allen, and seconded by Trustee Howard.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.
8. **Special Presentation**
 - **Catering Vendor:** Chairperson Richardson made a recommendation of a catering vendor, Jerry Allen for library events. Treasurer Maxey added it was a need to reevaluate the vending machine selection. Secretary Allen suggested the library host a market on the lower level of the library.

A motion to start a Board committee of two dedicated to researching different food and snack options for library patrons and library programs was made by Treasurer Maxey, and seconded by Secretary Allen.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

- **DTE:** Sara Rastegar, Project Manager for DTE spoke to the Board about the proposed easement project necessary for a new transformer to be installed at the library.

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 2023 through February 2024.

Total Revenue - \$1,042,137.27

Total Expenses - \$663,658.22

Net Income - \$378,479.05

Mr. Harden continued with the financial report reviewing the Balance Sheet for February 2024.

Total Assets - \$1,702,629.91

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

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

10. Closed Session (Personnel matters):

A motion was made to enter a Closed Session by Treasurer Maxey, and seconded by Secretary Allen.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

Board entered closed session: at 7:18 PM

Board exited closed session: at 8:10 PM

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

Meeting reconvenes at 8:10 PM

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

11. Director's report:

Kevin Brown

The Library Director reiterated the Library Accountant's earlier mentioning of the need for an amendment to the budget because of the notice the Library received from the State of Michigan's Treasury Department concerning budget compliance.

We have a new Teen Librarian, Megan Freund who was at our last meeting for a short time but had to leave before she could be properly introduced to the Board.

I will provide a monthly calendar of Library events and programs but it will have to be tentative.

I am in agreeance with Mr. Harden's suggestion we go with the online version of QuickBooks but will need the Board to approve it.

A motion to approve the purchase of the online version of QuickBooks Plus was made by Trustee Howard, and seconded by Secretary Allen.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

A motion to approve the Library Director's report was made by Treasurer Maxey, and seconded by Secretary Allen.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

12. Chairperson's report:

Chairperson Richardson

No Report

13. Action Items

- a. Voting for Officers of the Board

A motion to postpone Action Item a. until another date was made by Secretary Allen, and seconded by Trustee Howard.

Discussion – Trustee Maxey stated his wish to table the Voting for Officers of the Board for 90 days.

Roll call – Secretary Allen – Yes, Treasurer Maxey – No, Chairperson Richardson – Yes, Trustee Howard – Yes.

- b. Calendar for the fiscal year.

Library Director had already sent the Board a Calendar for Board Meetings.

- c. Completing lower level clean-up and inventory

A motion to table Action Items c, d, and e, until the next Board Meeting was made by Secretary Allen, and seconded by Trustee Howard.

Roll call – Secretary Allen – Yes, Treasurer Maxey – No, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

- d. Review Checks for signing

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

Roll call – Secretary Allen – Yes, Treasurer Maxey – No, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

14. Old Business:

A motion to table Old Business a, b, c, and d, until the next Board Meeting was made by Secretary Allen, and seconded by Trustee Howard.

- a. Director's Evaluation
- b. DTE Easement at Library
- c. Board Retreat
- d. Reports from MLA

15. New Business:

A motion to suspend the By-Laws policy of \$250.00 spending limit for the Library Director for spending as needed up to \$1000.00 without Board approval, was made by Secretary Allen, and seconded by Treasurer Maxey.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

- a. Clarification on approval of spending over \$250.00 / Library Director spending limits.
- b. Monthly Library Calendar of news and events
- c. Pontiac Regional Chamber Levels of Membership

A motion to table the decision on the membership to the Pontiac Regional Chamber until a committee is assembled to research the benefits of membership was made by Secretary Allen, and seconded by Trustee Howard.

Roll call – Secretary Allen – Yes, Treasurer Maxey – No, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

16. Board Comments:

Secretary Allen sent prayers for Vice-Chair Brinker Marion. Treasurer Maxey states the meetings should start on time and not take as long. Chairperson Richardson felt the meeting went well.

17. Adjournment:

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

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.