

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

May 23rd, 2024 at 6:00 p.m.

Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:07 PM
3. **Moment of Silence**
4. **Roll Call:**
 - Present – Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Howard, Treasurer Maxey, Secretary Allen.
 - Absent – Trustee Hatchett

5. **Approval of Agenda –**

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

Discussion - Chairperson Richardson stated that her wish was to have item 8 removed from the agenda because of her concern for numbers being given. Chairperson Richardson also stated the proposals should be sent to her in a sealed envelope after a proper RFP was posted. Secretary Allen voiced that the vendors should be allowed to speak and the board agreed the presentations should not include numbers just and overview of the business and the duties they would perform.

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

– the motion passed.

6. **Public Comment –**

Mr. Reginal Hayes, the contractor who has coordinated the most recent work on the pavilion, made a request to schedule a special meeting with some of the board members to discuss the pavilion project. He feels this is the best way to get the board to fully understand the issues, work, and cost, which, from his research of what is required, he estimated could cost from \$12,000 to \$15,000. Mr. Hayes stated with the proper programming the money spend could be recovered quickly.

7. **Approval of April 24th Board Meeting Minutes**

A motion to approve the April 24th minutes was made by Secretary Allen, and seconded by Vice-Chair Brinker Marion.

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

– the motion passed.

8. Special Presentation

- Super Star Cleaning – a local Janitorial husband and wife vendor, give an overview of the business history, work style, and experience.
 - Vice-Chair Brinker Marion inquired how many people did Super Star Cleaning have on staff.
 - 25 employees.
 - Chairperson Richardson asked how many people are used for a job.
 - For the library it would need to be at least 3 people.

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 April 2024.

Total Revenue - \$1,706,161.76

Total Expenses - \$809,181.53

Net Income - \$266,980.26

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

Total Assets - \$1,591,231.12

A motion to approve the Financial Report was made by Vice-Chair Brinker Marion and seconded by Treasurer Maxey.

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

– the motion passed.

10. Director's report:

Kevin Brown

The Library Director notified the Board that:

- the registration for ALA had been done but hotel and travel arrangements needed to be made for BCALA. He requested the interested board members please notify him.

- the Lizut technicians had visited the library to work on the Boiler room repairs required by the State of Michigan. Ken Lizut called and spoke with the director to inform him there were needed parts on back order. Once the parts were delivered the work would be completed and a report would be sent to the state, and subsequently given to the inspectors and insurance company.
- a crack in the left lower entrance door. He notified them Service Glass was scheduled to come out on Friday to give us a quote.
- the director did reach out the City of Pontiac engineer via email in regards to the DTE easement, after unsuccessfully trying to meet him at his office at City Hall.
- the director was not able to locate a form previously mentioned by Chairperson Richardson, specifically produced for staff or security to give to staff in violation of the library's Code of Conduct.
- a copy was provided of the quote from GrantWatch was include in each members' handouts. He followed by mentioning the training he and the Circulation Manager had done regarding grants.
- The library received a mini grant for \$3,000 from MASP.
- A library programing survey was developed to gauge what advertising tools patrons respond most to when attending library programs.
- the director reached out to Paula Brides concerning what could be done if anything to join the City of Pontiac's newsletter. Mr. Brown found out the newsletter is only for the city of Pontiac.
- Outreach is going well. The director is working with three daycare centers in Pontiac doing Story time and crafts.
- The update on the Public Services and Outreach Librarian search is interviews are completed and a lead candidate has been identified. Reference and background checks are to follow.
- Mr. Polk contacted the director in reference to charging an event clean up fee of \$150.

- There are two contracts up for renewal, Mr. Harden and Carrera Landscaping contracts are both available for review and to vote to approve.

Trustee Howard mentioned adding Trinity Christian Academy to the list of daycare centers where the library provided outreach story time and craft programs. She also asked if QR codes could be added to the Library Program Attendee survey for patrons who did not wish to file out the form by hand.

Vice-Chair Brinker Marion mentioned Tameka Ramsey. The Chairperson Richardson

The Library Director presented the second read of 2024 – 2025 Library budget.

A motion to approve the Library Director's report was made by Trustee Howard, and seconded by Vice-Chair Brinker Marion with all comments mentioned by the board incorporated.

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

– the motion passed.

11. Chairperson's report:

Chairperson Richardson

Chairperson Richardson also gave a reminder for Early Voting due this Fall.

She also reiterated her support for

- funding the remaining work needed to bring the pavilion back to an operational state.
 - Programs can generate revenue
 - Selling a current oven and purchasing a new smaller one would be a way to generate money to reinvest in the pavilion
- continuing the Newsletter.
- A reminder that the board has to decide on Mr. Darby continuing as the library's Labor attorney

A motion to approve the Chairperson's report was made by Treasurer Maxey, and seconded by Trustee Howard.

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

– the motion passed.

12. Action Items

A motion to table Action Items a., b., and c, was made by Treasurer Maxey, and seconded by Vice-Chair Brinker Marion.

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

– the motion passed.

- a. Voting for Officers of the Board
- b. Completing lower-level clean-up and inventory
- c. Matthew Derby, PC letter of changes

- d. Approval of Proposal from Otis Elevator

A motion to approve the proposal from Otis Elevator, was made by Vice-Chair Brinker Marion, and seconded by Trustee Howard.

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

– the motion passed.

- e. Review Checks for signing

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

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

– the motion passed.

13. Old Business:

- a. Director's Evaluation
- b. Boiler Room Inspection and Maintenance work
- c. DTE Easement at Library
- d. Board Retreat
- e. Reports from MLA
- f. Black Rodeo partnership with the City of Pontiac

- g. Asian and Pacific Islanders' celebration
- h. Update on Librarian position

14. New Business:

15. Board Comments:

A motion to amend the approved agenda to vote on the approval of Mr. Harden's contract renewal, Carrera Landscaping contract renewal, and pay for the GrantWatch subscription, was made by Vice-Chair Brinker Marion, and seconded by Trustee Howard.

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

– the motion passed.

- Vincent Harden Contract Renewal

A motion to approve Mr. Harden's contract renewal, was made by Vice-Chair Brinker Marion, and seconded by Treasurer Maxey.

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

– the motion passed.

- Carrera Landscaping contract renewal

A motion to approve Carrera Landscaping contract renewal with the stipulations made by the board (new landscaping rock, grass seed for the worn patches near sidewalks, mulch for the sunken areas near the parking lot, upkeep for flower areas, and removal of grass and weeds in sidewalk cracks) was made by Trustee Howard, and seconded by Chairperson Richardson.

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

– the motion passed.

- Purchase of GrantWatch

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

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

– the motion passed.

Trustee Howard – Please add a QR code to the Library Program Attendee survey

Vice-Chair Brinker Marion – Questioned if an attorney was needed for an RFP.

Treasurer Maxey – mentioned he believed the director was to send out the RFP and then the vote was made by the board.

Chairperson Richardson – mentioned on the 12 years she has served on the board the procedure has been the director was to create the RFP, then the board approved it before the director sent it out. Once the proposals were sent in and the deadline was reached, the board voted on who would receive the contract.

16. Adjournment:

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

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

– the motion passed.