

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
September 26th, 2024 at 6:00 p.m.
Pontiac Public Library Auditorium

- **Welcome**
- **Call Meeting to Order:** Meeting Called to Order: 6:10 PM
- **Moment of Silence**
- **Roll Call:**
 - Present – Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Howard, Treasurer Maxey, Secretary Allen.
 - Absent – Trustee Hatchett
- **Approval of Agenda –**

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

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

– the motion passed.
- 6. **Public Comment** – None
- 7. **Approval of August 22nd Board Meeting Minutes**

A motion to approve the August 22nd Board Meeting minutes was made by Secretary Allen, and seconded by Treasurer Maxey.

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

– the motion passed.
- 8. **Financial Report:**

Mr. Harden, the library’s accountant, was not present but sent a written copy of the report which included profit and losses budget vs. actual for July 2024 through August 2024,

Total Revenue - \$554,987.43
Total Expenses - \$184,982.09
Net Income - \$370,005.34

as well as, the Balance Sheet as of August 2024

Total Assets - \$1,799,836.77

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

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

– the motion passed.

9. Director's report:

Kevin Brown

The Library Director notified the Board that:

- He sent a mass email to the Library Directors in the TLN cooperative inquiring what type of facilities maintenance they use and whether it was an employee or vendor who filled the role. The majority of libraries that responded confirmed they had a part time or full-time facilities person on staff. No library mentioned using a shared service.
- The director notified librarians that a report was needed to show new books being ordered which covered health or mental health. Going forward each order request will indicate if health and mental health related material is included.
- The library now has different program marketing material in the front entrance way and the north end of the access services desk. The free book shelves and community marketing area have been rearranged to create more space.
- The security guard desk has been relocated to the front entrance area to make way for the new Seed Library in the stairway and elevator access area. Public Service and Outreach Librarian, Chris VanStee worked with community partner Growing Pontiac to facilitate this new addition.

- Mr. Brown showed the board the new in house created newsletter. The next project is to explore ways to make the newsletter accessible via the library's website.
- The director mentioned Circulation Manager, Edmond Richardson's efforts to find two elevator companies that could possibly serve as a replacement for the current contract the library has. The packet includes information about the company and pricing of their service contracts.
- The director asked the chairperson what was meant specifically by the agenda item related to conferences. After the chairperson clarifies she is looking for information about attending conferences, the director informs the board there is a copy of who can attend what conferences in the Employee Handbook. The director will email board members a copy of the information.
- Mr. Brown then notifies the board of the set up and break down dates of the Early Voting equipment and the nine-day schedule of early voting at the library. October 26 – November 3.
- We have interviewed for a part time Director's Assistant position.
- The director and youth librarian will visit four of the Pontiac School Districts elementary schools and speak to two 1st grade classes per school about accessing books and other items at the library, as well as providing them with library card applications.
- Treasure Maxey inquired about a written report from the director. Mr. Brown stated he could provide a written report going forward.

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

Roll call – Secretary Allen – Yes, 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 stated she was pleased with the arrival of the newsletters because it is a good way to get information to the community, especially the seniors.

She also spoke about book stored in the lower level being added to the collection.

The chairperson emphasized the need for an inventory of items which had been purchased in the past. This would include items like a camera, tripod, and photo frame cards. These would allow the library to provide a complementary picture to patrons during holiday related programs.

Mrs. Richardson spoke about the need to share collected information, and training tools from the various conferences attended by board members.

She commended Vice-Chair Brinker Marion and Secretary Allen for their work on the Japanese Delegate sister city visit.

She spoke of the desire to have the library increase its focus on senior engagement through a possible community seniors' cookbook, book publishing talks / workshops, and updating library cards at the two major senior centers in Pontiac.

The chairperson mentioned meeting to discuss the upcoming millage campaign.

A motion to approve the Chairperson's report was made by Secretary Allen, 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.

12. Action Items

- DTE easement

A motion to table the vote on the DTE easement until the contract updates have been made and accepted, was made by Secretary Allen, and seconded by Trustee Howard.

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

- Elevator maintenance contract

A motion to the approved the MEI elevator maintenance contract contingent upon the following: the price is given for each of the three years of the contract and that there is no significant ballooning of the price, was made by Vice-Chair Brinker Marion, and seconded by Secretary Allen.

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

- Review Checks for signing

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

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

– the motion passed.

13. Old Business:

- Early Voting update
 - Updated during the Director's Report.

- Director's Report
 - Board will submit new evaluations to the Chairperson by the following week.

14. New Business:

- Black History Museum
 - Treasurer Maxey wished to table the discussion until a later date.
- African American Health
 - Treasurer Maxey wished to table the discussion until a later date.
- Increased Medical Information
 -
- Princess Tea Party
 - Mr. Brown informed the board about the scheduled date.
- Holiday Extravaganza
 - Board discussed ideas for outside at the library parking lot.
- Golden Opportunity Club
 - Board discussed ways to support the club
- Inventory
 - Chairperson discussed in her report
- Purchase of Camera, Film, and Photo Holders
 - Chairperson discussed in her report
- Conference Rooms request form and policy

- Chairperson is looking for policy information on library conference attendance. Director noted error on agenda and will pass along correct information.
- Budget for Capital Improvements
 - Board asked if the library has utilized any funds budgeted for Capital Improvements

15. Board Comments:

Secretary Allen suggested planning an event to honor community veterans. She also spoke about the Capital Improvements committee findings about roof repairs.

Trustee Howard suggested the board spend some time next meeting discussing plans for March reading month and the goals for Summer Reading Programs.

The board collectively agreed to reschedule the next meeting for Tuesday, October 22nd at 6pm.

16. Adjournment:

A motion to adjourn the meeting was made by Secretary Allen, and seconded by Trustee Howard.

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

– the motion passed.