

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES
December 19th, 2024 at 12:00 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 12:29 PM
3. **Moment of Silence**
4. **Roll Call:**
 - a. Present – Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Howard, Treasurer Maxey, Secretary Allen.
 - b. Absent – Trustee Hatchett
5. **Approval of Agenda –**

A motion to amend the agenda to include a Committee Report as C of section 7 was made by Treasurer Maxey, 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.

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

A motion to approve the agenda with the date of the Approval of the Board Meeting Minutes corrected to November 21st was made by Trustee Howard, and seconded by Treasurer Maxey.

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

– the motion passed.
6. **Public Comment – None**
7. **Presentations**
 - a. Tyler Manning - absent
 - b. Gregory Terrell and CO. – presented the audit report ending in 6/30/2024.
 - c. Committee Report – Presented during the Old Business portion of the meeting.

8. Approval of November 21st Board Meeting Minutes

A motion to approve the November 21st Board Meeting minutes was made by Treasurer Maxey, and seconded by Secretary Allen.

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

– the motion passed.

9. Financial Report:

Mr. Harden, the library's accountant, Mr. Harden, the library's accountant, provided the financial report beginning with the Balance Sheet as of November 2024,

Total Assets - \$2,039,037.92

Mr. Harden continued with reviewing the profit and loss budget vs. actual for July 2024 through November 2024

Total Revenue - \$1,066,187.10

Total Expenses - \$484,949.61

Net Income - \$581,237.49

A motion to approve the Financial 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.

10. Director's report:

Kevin Brown

The Library Director notified the Board that:

Audit:

- He submitted supporting documentation to Gregory Terrell and CO except for a letter concerning a legal letter required to complete the process.

Branding:

- The new newsletter (January-February) is close to completion. The director would like to submit the draft for the board to review.
- The current newsletters will be available on the website
- Library staff is working on new website design changes.

Building Issues:

- The library received its first visit from a MEI elevator technician. The tech informed us that our elevator phone needs replacing. I am awaiting a quote.
- The flag in the front of the library was replaced.
- Lizut visited the library but no one checked in with library staff to give an update.

Code of Conduct:

- Securitas security sent the annual letter to update monthly charges for service are due to increase in the new year.
- Security had to call the sheriff's department again for a group of teens who did not respect the code of conduct and were asked to leave and refused. They did leave before the sheriffs arrived.

Customer Service Survey:

- The library receives favorable reviews in three customer service surveys over the past month.

Grants:

- The director is awaiting word for when a follow up meeting can be scheduled with the MiFamily grant representative in December.

Networking:

- The director visited Romulus Public Library to pick up a laptop charging cabinet and did a quick visual tour.

Outreach:

- The director conducted an outreach story time program at Trinity Christian Academy for three age groups.

Programs:

- Looking to purchase a 2025 calendar for usage from the board on program interest to reduce scheduling conflicts.

Staff:

- The director has received all self-evaluation forms from the staff. The staff also met to discuss team conflicts and the director is working to design a resolution game plan.
- There were three candidates for the open Library Page position. The plan is to review the applications next week and conduct interviews in January.

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 that policies and procedure regarding reserving a room should be present when Pontiac patrons inquire about the Michigan Room or auditorium. She would like to have a copy of the procedures for the board to view.

The Chairperson mentioned that the Library Director's evaluation still needed to be done. The board is awaiting the completion of the last member's evaluation form. She would send out an electronic evaluation to insure everyone receives it and also a self-evaluation for the board to complete.

Chairperson Richardson announced that Take One (Mr. Maxey serves on their board) donated approximately 2000 toys to be given away on the December 21 Holiday program.

There is a health grant, Mr. Ken Anderson spoke about at the November 21st board meeting. Mr. Anderson will be submitting the grant paper for the library to the Michigan Health Endowment Fund.

The Chairperson mentioned that the board must have a retreat.

There needs to be nametags for the staff so they can be identified. There was also mention the board having nametags or something that would distinguish them at events. Chairperson said she would look into getting information about some items along those lines.

The Chairperson stated that there was a need for a committee (in which she wanted to be a member) to meet with Mr. Harden to discuss the amendment to the 2024-25 fiscal budget.

There also needs to be discussion of the upcoming milage vote and plans centered around what proposal should be made as well as traveling to Grand Rapids to meet with an advisor on such matters.

There was mention of highlighting Board members in the newsletter.

12. Action Items

a. Approval of Auditor's Report

A motion to approve the auditor's report by Gregory Terrell and CO, was made by Secretary Allen, and seconded by Vice-Chair Brinker Marion.

Trustee Howard asked for an updated copy once the revisions concerning a lease agreement mentioned during the report were made.

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

– the motion passed.

b. Review Checks for signing

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

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

– the motion passed.

13. Old Business:

a. Director's Evaluation

- Board will submit new evaluations to the Chairperson by the following week.

b. Committee Report

- Treasurer Maxey's portion of the report spoke to the increase need for health literacy, programs, and events. He also mentions the need for additional policies in place.
- Secretary Allen's portion of the report spoke to the need for capital improvements to the main floor of the library.

A motion was made for the approval of the use of capital improvement budget funds of \$10,000 for the use of projects on the main floor of the library, was made by Secretary Allen, and second by Treasure Maxey.

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

– the motion passed.

15. Board Comments:

Treasure Maxey wished the board a happy holiday.

Trustee Howard mentioned having Facilities Manager on next month's meeting agenda.

Secretary Allen wished everyone a happy holiday. She also thanked people for showing up at the City Council meeting.

Vice-Chair Brinker Marion mentioned having someone from the library attending the City Council meetings.

16. Adjournment:

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

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

– the motion passed.