

## **PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**

**October 22<sup>nd</sup>, 2024 at 6:00 p.m.**

**Pontiac Public Library Michigan Room**

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:18 PM
3. **Moment of Silence**
4. **Roll Call:**
  - Present – Chairperson Richardson, Trustee Howard, Treasurer Maxey, Secretary Allen.
  - Absent – Vice-Chair Brinker Marion, Trustee Hatchett
5. **Approval of Agenda –**

A motion to approve the agenda was made by Trustee Howard with the addition of Public Comments, and seconded by Secretary Allen.

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

– the motion passed.
6. **Public Comment** – Aneshia Robinson spoke about her company's doing an information based program on technology.
7. **Approval of September 26<sup>th</sup> Board Meeting Minutes**

A motion to approve the September 26<sup>th</sup> Board Meeting minutes was made by Secretary Allen, and seconded by Trustee Howard.

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

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

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

Total Assets - \$2,144,758.05

Afterwards, Mr. Harden spoke about the possibility of having a vendor speak to the board about investments of excess cash and retirement strategies for library employees.

Mr. Harden continued with reviewing the profit and losses budget vs. actual for July 2024 through September 2024,

Total Revenue - \$934,516.79  
Total Expenses - \$304,214.39  
Net Income - \$630,302.40

A motion to approve the Financial Report was made by Treasurer Maxey and seconded by Trustee Howard.

Roll call – Secretary Allen – 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:

- Branding: Newsletter – Website – Social Media

The new newsletter (November-December) will be finalized this Friday, October 25th and sent to the printers on Monday, October 28th.

We have the ability to work on the new design of the website in a Beta testing mode in WordPress. Spyros and I are working to incorporate a new look for the site.

Ariel and Tiffany have been charged with doing more Instagram and Facebook post about the library

- Building issues / Capital Improvements: Restroom repairs Vending Machine

The sink in the main floor Women's restroom was repaired.

The director contacted Northern Sign company to have them look at the marquee. The south side display is not working.

Got a lead on a Facilities Management company, Allied Building Services Company of Detroit, Inc. Mr. Brown plans to reach out to the rep this week.

We are awaiting an answer from Otis Elevator Company concerning our service contract.

- Code of Conduct: Security - Patron behavior and conduct

Contacted Bill Zuehile w/ Securitas Security Company last week to insure he spoke to the security guards about having multiple conversations with staff.

Upgrade small signs regarding mobile device usage in the library to include language of eating in designated area

- Customer Service Survey: Surveys and future evaluating tools

Our Short Customer Service Surveys have been redesigned:

They will display them starting November 1.

The majority of all newly submitted surveys have been favorable and we are considering placing something on the website after the new design is complete

- Grants: MiFamily Cradle to Career mini grant

We applied for a grant to assist with book clubs and book giveaways.

- Networking: Library visits, Communicating w/ Library Director @ Ypsilanti Visited Novi's Public Library.

I've been in communication with the Library Director at Ypsilanti about doing possible tour soon.

- Outreach: Senior Centers and daycare centers

We are still doing story time and craft outreach with daycares. So far Ariel has visited:

TOTS Learning Center

Children R Us

- Programs: Librarian reports for stats – Calendar use for board member interest

Staff is currently looking into replacing longstanding programs with very low attendance.

The director has been speaking to other librarians about training and marketing practices

We want to have a calendar to gain proactive feedback from the board on program interest, dates, and schedules

- Staff: Librarian Certification – Self Evaluations – Open position soon to come

Chris has received his level 2 Certification.

Mr. Brown has been in communication with Ariel about working on her certification.

This will mean all librarians at PPL will be certified by the state of Michigan

Passed out self-evaluation forms at the last Staff Meeting. Due Nov.11th.

Giving strong consideration to posting an open position notice for a Page position Dec. 1st.

- Vendors: Companies we already do business with

I still want to look at other companies regarding Janitorial, Snow Removal, and Security.

We need to find a way to create an RFP the Board can approval.

Maybe it is time to get legal involved to assist with the RFP language.

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

Roll call – Secretary Allen – 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 able to attend the MLA conference earlier in the month. She mentioned having ASL deafined, Capstone, and Access World News NewsBank.

She also spoke about sending the DTE easement contract to the Library's attorney for a final review and she would forward it to the entire board once any final revisions have been made.

The Holiday Extravaganza will look different this year. Santa and Mrs. Claus will be at the Flagstar Strand Theatre. Chairperson Richardson wanted clarity on if the board would participate in the parade or not.

The chairperson mentioned meeting with someone 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, Chairperson Richardson – Yes, Treasurer Maxey – Yes, and Trustee Howard – Yes.

– the motion passed.

#### **12. Action Items**

##### **a. DTE easement**

A motion to accept the DTE easement contingent on the Library attorney's approval, was made by Secretary Allen, and seconded by Treasurer Maxey.

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

– the motion passed.

b. Director's Evaluation

A motion to table Director's Evaluation, was made by Secretary Allen, and seconded by Trustee Howard.

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

– the motion passed.

c. Review Checks for signing

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

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

– the motion passed.

**13. Old Business:**

a. Early Voting update

- Secretary Allen reports on the Early Voting rally on Saturday October 26 from 11-4 pm.

b. Director's Report

- Tabled until next meeting.

**14. New Business:**

a. Library Donations Letters

b. Holiday Book Wish List

- Director will send list to the board.

c. Plans for Black History month essay contest

- Director will send list to the board.

d. Plans for March reading month

- Director will send list to the board.

e. Plans for summer reading program

f. Evacuation procedures

- Director will provide an updated copy for board.

**15. Board Comments:**

Chairperson Richardson stated that she was thankful for the Board.

**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, Treasurer Maxey, and Trustee Howard.

– the motion passed.