

## PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

March 27<sup>th</sup>, 2025 at 6:00 p.m.

Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:18 PM
3. **Moment of Silence**
4. **Roll Call:**
  - a. Present – Chairperson Richardson, Vice-Chair Brinker-Marion, Trustee Hatchett, Trustee Howard, Treasurer Maxey, and Secretary Allen
  - b. Absent – none

### 5. **Approval of Agenda –**

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

Roll call – Chairperson Richardson – No, Vice-Chair Brinker-Marion – No, Secretary Allen – No, Treasurer Maxey – No, Trustee Hatchett – Yes, Trustee Howard – No. The motion fails.

A motion to

- Approve agenda with addition of letter e to create an RFP for carpeting, flooring, bathroom upgrades, and a facilities management company and
- Add Item 8A for a closed session.

was made by Trustee Howard, and seconded by Secretary Allen.

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

– the motion passed.

### 6. **Public Comment –**

Ms. Imani Kimball from McLaren – Handouts were given and Mr. Brown has her contact information. Spoke about a wellness pop-up shop initiative to be held at the PPL, ideally to begin May 29<sup>th</sup>. [Imani.kimball@mclaren.org](mailto:Imani.kimball@mclaren.org)

### 7. **Action Items**

- a. Review Checks for signing

A motion to approve the checks for signing except check 4058 for City of Pontiac until the board gets more clarity on the bill was made by Secretary Allen, and seconded by Trustee Howard.

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

- b. Resolution to apply for the State of Michigan \$500,000.00 grant with Margaret Hall as grant writer and Chairperson Rosie Lance Richardson as contact. Grant writer is \$5,000.00
- c. Approval of 2025 – 2026 library director contract.

A motion to table action item c, until a special meeting with Mr. Harden in attendance to amend the budget, was made by Secretary Allen, and seconded by Treasurer Maxey.

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

– the motion passed.

- d. Approval of \$15,000.00 for completion of City of Pontiac inspections and codes for the pavilion

A motion to approve \$15,000.00 for completion of City of Pontiac inspections and codes for the pavilion, was made by Treasurer Maxey, and seconded by Secretary Allen.

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

A motion to table action items d, e, f, g, h, until a special meeting with Mr. Harden in attendance to amend the budget and action item c, was made by Secretary Allen, and seconded by Trustee Howard.

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

- e. Approval for amending the budget: \$30,000.00 for administration/staff development
- f. \$20,000.00 Maintenance
- g. \$10,000.00 mold clean up
- h. \$10,000.00 grant writers

## **8. Approval of February 27th Board Meeting Minutes**

A motion to approve the February 27th Board Meeting Minutes was made by Secretary Allen, and seconded by Treasurer Maxey.

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

– the motion passed.

## **9. Financial Report:**

Vincent Harden

Mr. Harden, the library's accountant, presented the financial report beginning with the balance sheet.

The Balance Sheet as of February 2025

Total Assets - \$1,177,479.19

Mr. Harden continued with the financial report reviewing profit and losses, budget vs. actual for the current period.

The profit and loss budget vs. actual for July 2024 through January 2025

Total Revenue - \$1,093,754.99

Total Expenses - \$654,940.58

Net Income - \$438,814.41

## **10. Director's report:**

Kevin Brown

The Library Director notified the Board that:

### **Budget:**

- The board chairperson mentioned a future meeting to discuss a 2024-25 fiscal budget review.

### **Branding:**

- The new newsletter (March - April) needs a feature for the last page. We need to set up a meeting with board members to discuss the newsletter for suggestions.

#### **Building Issues:**

- Service Glass came to measure the missing glass place in between the Michigan Room and Youth and Teen Librarian work area.
- Terminix visited to do a pest inspection then followed a few weeks later to conduct a full service visit.

#### **Code of Conduct:**

- The library had 3 incidents that involved security asking a patron to leave.
- Teen for escalated noise and physical confrontation
- Adult for open beer can
- Same adult for open beer can

#### **Customer Service Survey:**

- Only one survey for January and the patron was dissatisfied at the condition of the microfilm reader.

#### **Networking:**

- The director attended the MLK Jr. event sponsored by the Greater Pontiac Community Coalition.
- The director had a follow up meeting with a Pontiac Pulse member to discuss possible programs and a partnership with the library.

#### **Outreach:**

- Mr. Brown and Ariel Lawson visited Great Lakes Academy to do a Library Card and Information outreach effort.
- Mr. Brown and Ariel Lawson visited UWM for join Dr. Currie with her teen group to pass out library program flyers and answer question about the library.
- Public Service/Outreach Librarian Chris VanStee visited senior centers in the community.
- Ariel Lawson visited Trinity Christian Academy for a story time visit.

#### **Staff:**

- The Youth Librarian resigned and we have posted the job announcement.

- Kimaii McCloud is progressing with training at the Circulation Desk.

**Vendor:**

- We received a donation from Mr. Coles of Highly Favored Investing.

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

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

– the motion passed.

**11. Chairperson's report:**

Chairperson Richardson

Chairperson Richardson stated that Russ Russell was a person she asked to come speak regarding the relationship with them and possibility of money for the library.

She wanted to know what the board was interested in doing with grant funds for the Michigan \$500,000 grant.

The chairperson spoke of a young lady who reached out to her about activities she wanted to do with the library related to in home health care with seniors, as well as free financial education for teens.

Mrs. Richardson introduced the idea of a sneaker ball on a big scale in an effort to get teens back in the library. The board chair also mentioned another idea was the possibility of a lock in at the library which could include music, dancing, board games, and reading.

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

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

– the motion passed.

**12. Old Business:**

a. Revision of the Bylaws

- No resolution present so item will be tabled

b. RFP for restroom renovations

- Received quote from Sherrell and Sherrell for \$36K to complete renovation of both main floor restrooms.
- Removal of carpet and replacing with flooring.
- Water fountain with water bottle filling station for lower level
- Roof renovation

c. RFP for Facilities Manager

**13. New Business**

The board discussed availability for Special Board meeting.

**14. Board Comments:**

Treasure Maxey it was a good meeting.

Secretary Allen thanked board members for coming to the Minding my Black Owned Business event.

Chairperson Richardson spoke of Special Board meeting for Tuesday, March 4<sup>th</sup>.

**15. Adjournment:**

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

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

– the motion passed.