

PONTIAC PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES
July 11th, 2023 at 4 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Meeting Called to Order: 4:17 PM**
3. **Moment of Silence**
4. **Roll Call**
 - a. Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Maxey, Secretary Allen
 - b. Absent – Treasurer Hatchett, Trustee Howard

5. **Approval of Agenda –**

Parliamentarian Jewel Jones Johnson asked for corrections to the agenda. Vice-Chair Brinker Marion asked to add Elected Official's Comments to the agenda as number 6. before Public Comments.

Chairperson Richardson commented that her understanding was Special Meeting agenda's had to remain as issued.

Parliamentarian Johnson asked if that was in the By-Laws, and when approving the agenda, it is open for corrections.

Parliamentarian Johnson asked if there were any objections. Hearing none. The agenda was approved with the requested addition.

6. **Elected Official Comments** – District 1 Pontiac City Councilperson Melanie Rutherford stated that her constituents brought forth a few questions at recent meetings regarding the Library.
 - a. Many people are not able to attend the Library Board meetings and are wondering why the meetings have not been accessible via Zoom or social media since October 2022. She continued saying the public had to have access to view the meetings.
 - b. Councilperson Melanie Rutherford requested the agendas be adequately posted. Taxpayers want to know what contracts are being signed.
 - c. How much is the Library Director being paid and where can this information be found on the Library's website? She spoke about transparency and her ability to access information in order to answer her constituents questions.
 - d. Councilperson Rutherford stated she would one day like to hold her monthly meetings in the library.

7. **Public Comments** – No public comments
8. **Presentation: Christopher Hansby, Lizut Heating Cooling**

Christopher Hansby spoke about the library's HVAC system. He explains the pipes that transfer water throughout the system are deteriorating. There is sediment in the system and it is a strong possibility the pipes will need replacing.

The two proposed solutions are:

- a. Try to repair the suspected damaged components.
- b. Replace the entire damaged components.

Trustee Maxey asked if there was a contract in place that obligated Lizut to make repairs. Vice-Chair Brinker Marion asked if the repair project did not work would the funds paid for that process be deducted from the price of the replaced components?

Mr. Hansby promised the Board a written proposal for the project. He also said Vice-Chair Brinker Marion's question was fair and would be taken into consideration. Mr. Hansby said the repair process could start, "next week" and would take two to three days. Secretary Allen asked what could Lizut do to provide temporary relief from the heat. Mr. Hansby said because the library was a public building there might be limited options on rented equipment for the library due to safety regulations. Chairperson Richardson ask if there is a cost for temporary fix. Mr. Hansby said yes there would be cost and it would be relayed in the proposal.

9. **Policy and procedures regarding check writing and amounts** – Secretary Allen states the Board has not been advised on checks being written and signed for payment of work done for the library. Nor has the Board approved the work. Allen presented the Pontiac Public Library Financial Procedures document to Parliamentarian Johnson. Chairperson Richardson asked where the document came from, and stated she does not have the document in her folder. Copies were then provided for all members who did not have them. Johnson declares there should be a motion that from this point on these Financial Procedures should be followed. Secretary Allen informs Parliamentarian Johnson that the Board had already spoken to Chairperson Richardson in October of 2022 after Richardson spent \$9,500 on a contract the Board did not approve. Afterwards, a stipulation was put in place for the Board to review anything over \$500. Vice-Chair Brinker Marion agreed that after the contract around October 2022, the Board did push the procedures and said, "from that point on, nothing should be approved without the Board." Secretary Allen moved that Chairperson Rosie Richardson be removed from check signing. At this point the Board attorney said removing the Chairperson could not be done without amending the by-laws. Vice Chair Brinker-Marion advises the attorney the By-laws state two signatures are require for all expenditures and all expenditures over \$250 must be approved by the board. She agreed the by-laws needed to be amended but her point was the board had not approved any checks. The attorney agreed a purchasing policy and bill payment policy, should be put in place. The Director, stated if Ms. Richardson was not available to sign and Ms. Hatchett was not present this

would cause a delay in bills being paid. Chairperson Richardson said all checks should be brought before the board to review before she signs them. The attorney advised a motion be made that the board review and vote to approve or not on all checks at the board meeting. The board will receive a list of all payments and checks at every board meeting.

A motion was made by Vice-Chair Brinker Marion to have the board review and vote to approve all checks at the board meetings. Secretary Allen second the motion.

Parliamentarian Johnson asked for a show of hands for those in agreement with the motion. Motion passed with no opposition.

- 10. Removing a Trustee from a seated position** - Secretary Allen makes a motion to remove Chairperson Richardson from the position of Board Chairperson. Vice-Chair Brinker Marion second the motion. During the discussion the Board attorney asked if the by-laws addressed removal of officers. Vice-Chair Brinker Marion and Secretary Allen answered no. Parliamentarian Johnson and the Board attorney advise reviewing the by-laws and researching due process. Then the issue can be revisited on the July 27th Board meeting.

Vice-Chair Brinker Marion makes a motion to postponed the motion to remove Chairperson Richardson from the position of Board Chairperson until the July 27th Board meeting. Chairperson Richardson second the motion.

- 11. Anne Seuryneck** – The Board attorney stated she was only here to provide legal advice on agenda items.

- 12. Retreat for the Board** - Director Brown said he had a question regarding the Board Retreat. He continues, reading The Open Meeting Act does not permit private nonpublic meeting board retreats, private nonpublic work board work sessions. Director Brown asked attorney Seuryneck if she was aware of these retreat regulations. Chairperson Richardson, asked to provide a comment. She stated the Board has had retreats in the past and they are open to the public. The overnight stays are not paid for by the Board. Some community members attended past retreats. Parliamentarian Johnson asked if a committee had been put in place to plan the retreat.

Secretary Allen made a motion to create a committee for the Board Retreat. Trustee Maxey second the motion.

Attorney Seuryneck added in the discussion, there should be adequate notification to the public as well as the retreat being as accessible as possible to Pontiac residents.

Motion passed with no opposition.

Retreat Committee - Secretary Allen (head), Trustee Maxey, and Vice-Chair Brinker Marion.

13. **Action Items: Roof Replacement / Sale of Pavilion new equipment** – Vice-Chair Brinker Marion made a motion to postpone discussion of a roof replacement until the Board decides there is a budget for it. Secretary Allen second the motion.

Chairperson Richardson states there can be an amendment to the budget to address the roof replacement. She follows that thousands have been paid for repairs and the leak continues. She recommends there be no more repairs and to seek a replacement. Vice-Chair Brinker Marion, stated the Library's accountant stated funds were not available. The Director and Circulation Manager stated that an RFP is necessary for receiving bids on various repairs needed for the library.

The motion to postpone was retracted and RFP's can be posted for the roof and other various repairs needed for the library.

Secretary Allen made a motion to not sale the Pavilion new equipment. Vice-Chair Brinker Marion second the motion.

Chairperson Richardson states the equipment cannot be used in the library with the current state of the lower level kitchen so why not sale it.

Motion passed 3 to 1.

14. **Board Comments** - Secretary Allen stated they would like to schedule a closed session to start the due process.
15. **Adjourn** - Chairperson Richardson made a motion to adjourn the meeting. Motion passed with no opposition. Meeting adjourned