

**PONTIAC PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES**  
**September 13<sup>th</sup>, 2023 at 12 p.m.**  
**Pontiac Public Library Auditorium**

1. **Welcome**
2. **Call Meeting to Order / Meeting Called to Order: 12:21 PM**
3. **Moment of Silence**
4. **Roll Call**
  - a. Present – Chairperson Richardson, Vice-Chair Brinker Marion, Trustee Maxey, Secretary Allen
  - b. Absent – Treasurer Hatchett, Trustee Howard

5. **Approval of Agenda –**

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

Roll call – the motion was approved unanimously.

6. **Public Comments – No public comments**

7. **Action Items:**

- a. Approval and signing of checks for vendors.

One check will need to be clarified before the board would approve it. Chairperson Richardson reached out to vendor to gain more information regarding the invoice.

A motion to approve all reviewed checks except check #3669 until clarification from the vendor is obtained was made by Secretary Allen, and seconded by Trustee Maxey.

Roll call – the motion was approved unanimously.

- b. Discussion of change date for upcoming October Board meeting.

Chairperson Richardson states the desire to change the date of the upcoming October 26<sup>th</sup> board meeting to October 24<sup>th</sup> at 6pm in order to attend the annual Elf Magic dinner.

A motion to table the discussion to move the October 26<sup>th</sup> board meeting to another date until board members can check their schedules to see if an alternate date will work, was made by Vice-Chair Brinker-Marion, and seconded by Secretary Allen.

Roll call – the motion was approved unanimously.

8. **Board Comments** - Chairperson Richardson states Oakland Community College – Auburn Hills campus would like the library to display and disperse flyers in the library regarding their nurses aid programs.

Chairperson Richardson also states letter from the library's attorneys with forms to obtain financial information and signatures for the auditor services.

Lastly, the Chairperson states she will seek clarity on information submit by the library's bank regarding auditor information.

Vice-Chair Brinker-Marion, adds that any email correspondence between the library's lawyers should be sent to all board members and not just the Chairperson.

Mr. Maxey suggest the board stay on topic regarding the agenda.

Secretary Allen states the board still need to discuss an additional signee for the checks. Chairperson Richardson says the board can discuss it at the September board meeting. Secretary Allen also proposed discussing a fitness room on the lower level of the library building.

9. **Adjourn** – A motion was made by Trustee Maxey to adjourn the meeting. The motion was seconded by Secretary Allen.

Roll call – the motion was approved unanimously.

Meeting adjourned