

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

**April 24<sup>th</sup>, 2025 at 6:00 p.m.**

**Pontiac Public Library Auditorium**

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:05 PM
3. **Moment of Silence**
4. **Roll Call:**
  - a. Present – Chairperson Richardson, Vice-Chair Brinker-Marion, Treasurer Maxey, and Secretary Allen
  - b. Absent – Trustee Hatchett and Trustee Howard

### **5. Approval of Agenda –**

After discussion, a motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to approve the agenda with above changes:

- Add to action items – Summer Reading and Resolutions
- Table action item d - RFP for carpet/flooring and bathroom upgrade
- Table action item f - Approval of updated employee handbook
- Remove agenda item #7 because the previous minutes are unavailable

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

– the motion passed.

### **6. Public Comment –**

Kristin Dwyer – has a reading tutor training program. She would like to partner with the PPL to offer programming to train Pontiac residents to become tutors. Chairperson Richardson said that the PPL already has a tutoring program run by a PhD candidate from OU and perhaps they could partner to come up with a plan.

Carol Turpin – running for library board and she was asking for historical data/bylaws regarding the PPL board and what the responsibilities are.

Chairperson Richardson stated that she would ask Spyros to make sure they are on the website and easily accessible.

### **7. PayCor/Attorney Matthew Derby**

The handbook is updated to reflect current employment law regarding non-discrimination. There were no significant changes to the main part of the handbook on attachment A or B. However, there was a change in the addition of attachment C, which is related to the sick time act, which went into law in February. PPL has a more generous policy than is required in the Earned Sick Time Act. The act requires sick time accrual of 1 hour for every 30 hours worked-

up to 72 hours. PPL offers 96 hours. Attorney Derby worked this into the PPL ESTA policy in attachment C.

Also, he spoke with a PayCor representative to get assurance that they keep track of the leave accrual data so that PPL is following the law.

There was a discussion regarding Interim Director Vieira's contract. Attorney Derby updated the contract to reflect the changes requested by the board – which were to replace the word “employee” with “library director” throughout the contract, along with changing “chairperson” to “library board” reflecting who oversees the Interim Director. Secretary Allen stated that the contract was never approved, although Interim Director Vieira started on April 21<sup>st</sup>. Attorney Derby stated that the contract could still be approved with a start date of April 21<sup>st</sup>. A lengthy discussion followed where Treasurer Maxey, Secretary Allen, and Vice-Chair Brinker Marion voiced their concerns regarding not working together as a board on this contract approval. After the discussion, Secretary Allen stated that in the event the contract is approved later in the meeting, that the dates will need to be changed, to which Attorney Derby agreed.

#### **8. Financial Report/1<sup>st</sup> Read of 2025-2026 Budget**

- a. Mr. Harden, the accountant for the PPL, was unavailable to attend the meeting, however he did send the information for the Board's review.
- b. A motion was made by Vice-Chair Brinker-Marion to table the 1<sup>st</sup> read of the budget until Mr. Harden is present to answer questions and seconded by Secretary Allen.

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

– the motion passed.

#### **9. Reginald Hayes/Pavillion**

- a. Mr. Hayes stated that the City of Pontiac came back out and the pavilion still failed the inspection. He said that the work the city is requiring is not in his contract and he suggested it may be better to look at other contractors for pricing to complete the work. Vice-Chair Brinker-Marion said that she was the one that requested the city to come out and they said there was no record of inspection and that's why they hadn't previously come out. Treasurer Maxey asked for an invoice for the remaining work. Mr. Hayes said that the work he has left to do includes testing the fire system and working with the health

department. This is tied into what the city is requiring and he can't move forward until those requirements are met. Vice-Chair Brinker-Marion asked Mr. Hayes to also include the inspection report from the city. Mr. Hayes will send an invoice to everyone for the work he will complete according to his contract.

#### **10. Interim Director's Report – no report**

#### **11. Chairperson's Report:**

An email was sent out to the board, regarding the \$25,000 DTE bill that was not paid for the last year, plus 3 months this year.

At the December 19<sup>th</sup> board meeting there was a bylaw revision that was discussed. In January there was supposed to be another read and resolution which was not voted on yet.

A discussion occurred again about who is the Interim Director

A motion was made by Secretary Allen and seconded by Treasurer Maxey to table the Chairperson's report for a special presentation by Mrs. Covington and a donation.

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

– the motion passed.

**Special Presentation:** Mrs. Covington presented a check to the library in the amount of \$100 to put toward the summer reading activities. She stated that as President of the Alumni Foundation, she would like to partner with the library and offer help in whatever is needed. She enjoys the activities at the library and suggested that the library advertise for donations from the community for additional programming.

#### **11. Action Items:**

a. **Review of checks for signing** – the board reviewed the checks for signing. A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion that the checks be approved for signing.

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

– the motion passed.

b. **Rescheduling June 26<sup>th</sup> Board Meeting to June 19<sup>th</sup>.**

A motion was made by Vice-Chair Brinker-Marion to move the June 26<sup>th</sup> Board meeting to June 19<sup>th</sup> and seconded by Secretary Allen.

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

– the motion passed.

**c. Public Hearing date of June 5<sup>th</sup> for Fiscal Budget 2025-26/2<sup>nd</sup> Read**

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to have a public hearing on June 5<sup>th</sup> for the Fiscal Budget 2025-26/2<sup>nd</sup> Read. Discussion: Treasurer Maxey stated that during this particular meeting, the board should stick to the subject at hand and the information that the accountant is providing.

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

– the motion passed.

**d. Summer Reading –**

Secretary Allen proposed that the library, as a part of the summer reading program, offer a variety of programs. Vice-Chair Brinker-Marion asked if we could collaborate with the city on this and stated that the library would house some of these activities. Chairperson Richardson expressed concern about voting on this without a budget.

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to table the summer reading activities until a budget is attached.

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

– the motion passed.

**e. Resolutions –**

Treasurer Maxey requested that the board put together 3 committees for resolutions: **1)** an investigation committee to deal with allegations and violations; **2)** a signature committee to sign checks; and **3)** a selection committee to handle the process for hiring a new permanent Director.

A motion was made by Treasurer Maxey and seconded by Vice-Chair Brinker-Marion to establish these 3 committees and write the resolutions.

Discussion: Chairperson Richardson reminded the board that the process will include a motion, a second read, and the third time the written resolution will be brought to the board for a vote. Vice-Chair Brinker-Marion stated that she would write the resolutions. Treasurer Maxey said that he would write the signature committee resolution.

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

– the motion passed.

**f. Interim Director Contract Approval –**

Discussion about pay for the Interim Director before the board voted on and approved the contract. Chairperson Richardson stated that since the Interim Director assumed the position and already worked, she should get paid. Vice-Chair Brinker-Marion stated that she thinks that the Interim Director should not get paid for time worked previous to the vote. Secretary Allen stated that the Interim Director should get paid because she was called in by the board chair and did not know the contract had not been voted on, however, there should be some consequences for the board chair.

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion that the board accept the Interim Director's contract with the updated date of April 21<sup>st</sup> and including the unpaid dates already established in the contract.

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

– the motion passed.

**12. Old Business:**

- a. DTE Bill – This was previously mentioned in the Chairperson's report. A motion was made by Secretary Allen and seconded by Treasurer Maxey to pay the DTE Bill. Discussion: Chairperson Richardson clarified why there's a \$25,000 bill. The invoices for the \$25,000 were sent in an email to the board. A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to table item A "DTE Bill".
- b. Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Treasurer Maxey – Yes, Secretary Allen – Yes,
- c. – the motion passed.

**13. New Business**

**14. Board Comments:**

Treasure Maxey says he doesn't mean to be belligerent, but "enough is enough".

Secretary Allen stated that everyone should look at "Robert's Rules of Order" so they know how a meeting should be run. Bylaws can be picked up at the library any time. "Business is business and personal is personal and when we're in the boardroom, it's business". Friends of the Library has started. The next meeting is May 14<sup>th</sup> at 5:30.

Vice-Chair Brinker Marion agrees with Secretary Allen and urges other board members to look at the MLA Bylaws because they're more comprehensive. She expressed appreciation for everyone who came out to volunteer for the Easter program. Collaboration with the city – hopefully that will go forward and there will be more programs for the kids. Our library is a hub for the city. She stated that she would really like to get new contracts, with new companies, for heating and cooling, and landscape services.

Chairperson Richardson reminded everyone that a request was made to have all of the vendors come before the board in March before their contracts expired so a decision could be made if their contracts should be renewed. She apologized that she was taken aback by so much, that her responses may have been a little different. She said the meeting was good in some respects, but looks forward to future meetings and making sure that things are in order. The tentative date for the Sneaker Ball is June 6<sup>th</sup>. For the health initiative, Corewell Health is coming to present. Also, a couple people from the Red Cross are available to provide smoke and carbon monoxide detectors at no cost. Information will be on our website. There will be a couple of events with 4H. Recipes should be provided for the newsletter.

**15. Adjournment:**

A motion to adjourn the meeting was made by Secretary Allen, and seconded by Vice-Chair Brinker-Marion.

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

– the motion passed.