

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

June 5th, 2025 at 5:00 p.m.

Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 5:24 PM
3. **Moment of Silence**
4. **Roll Call:**
 - a. Present – Chairperson Richardson, Vice-Chair Brinker-Marion, Trustee Howard, and Secretary Allen
 - b. Absent – Trustee Hatchett and Treasurer Maxey
5. **Approval of Agenda –**

After discussion, a motion was made by Secretary Allen and seconded by Trustee Howard to approve the agenda with the following changes:

 - Add 6a – Special presentations by Mr. Reynolds and Mr. Carrera
 - Remove Item 15a – Vendors Revamp
 - Add Action item f – Theater Program

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – No, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.
6. **Public Comment/Presentations–**
 - a. Brett Reynolds – spoke about a Theater Arts Program that is performance geared with a playwright approach. He would like to bring this program to the PPL for grades 4-8 which would be 12 sessions long. There was a short discussion on how the funding would be allocated for this program.
 - b. Mario Carrera – spoke about the history of Carrera providing landscaping services to PPL and the current contract that he has proposed for continuing his services this year. There was discussion about the scope of work. A meeting was scheduled on Tuesday, June 10th at 3:00 with Chairperson Richardson, Vice-Chair Brinker Marion, and Secretary Allen. Trustee Howard suggested using a Google Map so that there will be no confusion on what is being discussed/suggested.
7. **Approval of April 24th, 2025 Board Meeting Minutes**

A motion was made by Vice-Chair Brinker Marion and seconded by Secretary Allen to approve the April 24th minutes.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

8. Pavilion Presentation -

Mr. Szymanski was ill and did not attend this meeting, however, he met with Mr. Hayes who suggested that the seating area of the pavilion, not the kitchen, be used for the breakfast that Representative Carter wanted to do on June 14th from 9-11 am. Vice-Chair Brinker Marion asked about the report from when they came out on the 15th and expressed concern about not having a Certificate of Occupancy. Chairperson Richardson stated that she would have the report emailed to everyone on June 6th. Chairperson Richardson will give Interim Director Vieira Mr. Szymanski's contact information. Secretary Allen said that she registered the library for the parade on the 14th.

9. DTE – DTE and McLaren footprint added to library

Information was given to the board and also the attorney for review.

10. Sneaker Ball -

- a. Trustee Howard spoke about this event. The tentative date is July 19th from 5-8 PM for students in grades 6-12. Prizes will be given out and food will be provided. Budget is \$650 and she will provide further updates. The goal of the event is to learn about creative design roles and future careers in this industry. She will send out the flyer for the event as soon as it's finished.

11. \$75,000 Award

- a. Chairperson Richardson acknowledged that the library received the \$75,000 grant and expressed appreciation to Vice-Chair Brinker Marion for all of the time and work that was put into this.

12. Financial Report

Vincent Harden

Mr. Harden, the library's accountant, presented the financial report beginning with the profit and loss budget vs. actual for July 2024 through April 2025.

Total Revenue - \$1,139,880.22

Total Expenses - \$945,743.81

Net Income - \$194,136.41

Mr. Harden continued with the financial report reviewing the Balance Sheet for April 2025.

Total Assets - \$1,590,095.38

Vice-Chair Brinker Marion asked about getting a more detailed report. Mr. Harden stated that the current format is used because it's the format that is used for reporting to the state. Vice-Chair Brinker Marion asked if the board could receive a more detailed report for their meetings, to which Mr. Harden stated that he could provide that monthly.

Secretary Allen asked about the contracts under "Professional Services" and a discussion followed.

Mr. Harden presented his Fractional CFO Proposal. This would provide more services and consistency in the budget preparation and oversight, including grant funding management.

Vice-Chair Brinker Marion commented on Mr. Harden possibly not needing to attend board meetings and his role as it fits in with working with the Director and not individual board members.

Secretary Allen asked Mr. Harden about his prior experience as a CFO and he will provide his resume to the board members.

There was discussion on forming a committee to manage grant funding.

A motion to approve the Financial Report was made by Secretary Allen, and seconded by Trustee Howard.

Roll call – Secretary Allen – Yes, Vice-Chair Brinker Marion – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes.

– the motion passed.

13. Interim Director's Report:

Building issues/capital improvements –

- Carrera has been mowing the lawn, but without a current contract in place
- The air conditioning was turned on
- Trustee Howard, Edmond Richardson, and Interim Director Vieira met with Superior Innovative Solutions and walked around the inside and outside of the building. They took notes and pictures for a presentation at a later date.

Networking –

- The Interim Director and Teen Librarian Megan Freund went to Pontiac High School Senior Clearance to raise awareness of the library and give library cards to graduating seniors who wished to have one.

- The Interim Director and Teen Librarian Megan Freund met with Felicia Geeter, the ELA supervisor at PSD and talked about a partnership for the “Community Reads” grant which a grant they received through MDE.

Programming –

- The library had an AAPI program that included several performing groups and was well attended.
- Summer Reading – kickoff is June 28th from 12-3.

Staffing –

- A staff meeting was held on May 16th where we went over the calendar and updates on programming.
- The Youth Librarian and Teen Librarian positions are posted, as well as the Director’s.
- Interim Director Vieira asked the board to consider Mr. Harden’s Fractional CFO proposal as that service would be of great help to the new director.
- Interim Director Vieira asked the board to consider raising staff salaries in the upcoming budget year, and provided a spreadsheet to all board members consisting of salaries and other pertinent data from other class VI and similar libraries to PPL.

A motion was made by Vice-Chair Brinker Marion and seconded by Trustee Howard to accept the Interim Director’s report.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

14. Chairperson’s Report –

Juneteenth – The board has been approved for a table at the “Meet and Greet” at the County celebration on June 18th.

Newsletter – no section for the Youth and several pages about new books. Maybe add more of the events

TIFA – don’t have a DDA so we should not be paying TIFA

Sister City Visit – August 19th – 21st they’re coming to Pontiac. Asked Vice-Chair Brinker Marion to put together an event where the library will host them.

Security Guard – maybe consider an in-house security guard position.

Community Reinvestment Act – meet with 5/3 Bank to get funding for workforce development, and financial literacy.

Podcast – Interest from a professor from Lansing Community College who wants to teach podcasting to students at the Library. Chairperson Richardson will provide an update after she talks to him.

\$25,000 owed to the City of Pontiac for the DTE Bill –

HVAC – get a second thermostat for the lower level

Copies of Approval of Interim Director Contract

A motion was made by Secretary Allen and seconded by Trustee Howard to accept the Chairperson's report.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

15. Action Items:

a. **Review of checks for signing** – the board reviewed the checks for signing.

There was a discussion about Neat and Clean Landscaping being paid \$125. Chairperson Richardson stated that they came prior to the AAPI event because Carrera was not able to come until after the event.

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion that the checks except for the one to Rosie Richardson be approved for signing.

Roll call – Chairperson Richardson – No, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

b. **1st Read for 2025-2026 Budget.**

Mr. Harden gave the Board an overview of the process and an explanation on how the final numbers were devised. He met with Mr. Brown and Edmond Richardson, and went over the financials from the prior year's and current year's budget. They reviewed each line item and after research, they made recommendations for the 2025-2026 budget. In addition, on the spreadsheet, there was rationale given for each line item.

There was a discussion about staff salaries and hours.

A motion was made by Secretary Allen and seconded by Trustee Howard to make changes to the 2025-2026 budget for the first read for salaries and services until the second read.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

c. Resolutions

Mr. Maxey was not present

d. Public Hearing date of June 5th for Fiscal Budget 2025-26/2nd Read

There was a discussion regarding dates for the public hearing, second read and next regular board meeting.

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker-Marion to have a public hearing and special meeting on June 23rd for the Fiscal Budget 2025-26/2nd Read.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker-Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.

e. PPL Board Meeting

The next regular board meeting will be held on June 23rd at 6:30 p.m. after the public hearing and special board meeting.

12. Old Business

a. Vendor's revamp

13. New Business

a. Bylaws rules and regulations

b. Compliance and consequences for bylaw violation

c. RFP for carpet/flooring and bathroom upgrade vendor

A motion was made by Secretary Allen and seconded by Vice-Chair Brinker Marion to post the RFP for carpet/flooring and bathroom upgrades.

Roll call – Chairperson Richardson – Yes, Vice-Chair Brinker Marion – Yes, Trustee Howard – Yes, Secretary Allen – Yes

- the motion passed

d. Grant compliance and restrictions

e. City of Pontiac pancake breakfast for Juneteenth

14. Board Comments

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, Trustee Howard – Yes, Secretary Allen – Yes,

– the motion passed.