

PONTIAC PUBLIC LIBRARY RESCHEDULED BOARD MEETING MINUTES

September 9th, 2025 at 5:30 p.m.

Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 5:50 PM
3. **Moment of Silence**
4. **Roll Call:**

Present – Chairperson Richardson, Trustee Howard, Secretary Allen, Trustee Hatchett
5. **Approval of Agenda –**

A motion to approve the agenda was made by Trustee Hatchett and seconded by Secretary Allen.

A motion to amend the agenda and add item 6a for a presentation by Karema DeJesus and add action item f for approval of Karema DeJesus’s program was made by Secretary Allen and seconded by Trustee Hatchett.

Discussion - none

Roll call – Secretary Allen – Yes, Chairperson Richardson – Yes, Trustee Hatchett – Yes, Trustee Howard – Yes.

– the motion passed.
6. **Public Comment – none**

Vice-Chair Brinker-Marion arrived
- 6a. **Presentation by Karema DeJesus**

6-Week Physical and Mental Wellness Workshop
Karema DeJesus, The Fitness Hub & Dr. Joy P. Creel, Daughter Status Foundation

Chairperson Richardson stated that they should meet with Interim Director Vieira to determine the feasibility of this program.

Trustee Hatchett expressed her concern that she did not have any documentation regarding this and Secretary Allen stated that she would forward the information to everyone.
7. **Interview for the Library Director Position - Suzy Shipman**

Treasurer Maxey arrived

After the interview a discussion was held regarding next steps. It was determined that there would be a committee comprised of Trustee Howard, Secretary Allen and

Chairperson Richardson. All score sheets would be given to the committee who would then compile the results and bring them to the board for a determination. The candidate was told that she would be notified on or before the next regular board meeting scheduled for September 25th, 2025.

8. Board Meeting Minutes

A motion to approve the July 24th Board Meeting minutes was made by Secretary Allen and seconded by Trustee Howard.

Discussion – None

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

– the motion passed.

A motion to table approving the August 25th Board Meeting minutes was made by Vice-Chair Brinker Marion and seconded by Trustee Howard.

Discussion – none

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

A motion to approve the August 25th closed session minutes was made by Vice-Chair Brinker Marion and seconded by Trustee Hatchett.

Discussion – none

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

Trustee Howard left the meeting.

9. DTE – DTE and McLaren

A motion was made to table this item until the next regular Board meeting by Vice-Chair Brinker Marion and seconded by Secretary Allen.

Discussion – none

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

10. Financial Report:

Vincent Harden

Mr. Harden, the library's accountant, presented the financial report beginning with a review of the Balance Sheet as of July 31, 2025.

Total Assets - \$1,502,735.96 which includes total current assets along with total fixed assets and total other assets.

Mr. Harden continued with the financial report profit and losses, budget vs. actual for June 2025 through July 2025.

There was a discussion regarding the financial report and whether the treasurer should give the report. Secretary Allen stated that the board cannot approve a financial report from someone other than the treasurer. Treasurer Maxey stated that he would meet with Mr. Harden and then do the report. Mr. Harden said that in the other board meetings that he has been a part of, the issue is that the financial report is never approved by the board itself according to Robert's Rules of Order. After this clarification, it was decided that the board will accept the financial report, but not vote to approve it. Going forward, there will be a Treasurer's Report added to each board meeting agenda, in addition to the Financial Report.

11. Interim Director's Report

- a. Interim Director Vieira introduced a proposal by Icon - which is an affordable retirement plan for the library employees. She presented the benefits of the plan and asked the board to approve this so she can move forward to provide this benefit.

12. Chairperson's Report

A motion was made by Trustee Hatchett and seconded by Secretary Allen to table the Chairperson's Report until the Sept. 25th regular board meeting.

Discussion – none

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

The motion passed

13. Action items:

a. Review of checks for signing

A motion to approve the check for signing was made by Trustee Hatchett, and seconded by Treasurer Maxey.

Discussion – None

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

– the motion passed.

b. Icon Proposal for employee retirement plan

A motion was made by Secretary Allen and seconded by Trustee Hatchett to accept the Icon plan for employee retirement saving.

Discussion – none

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

The motion passed.

c. Accounting Proposal for Mr. Harden's CFO services

A motion was made by Vice-Chair Brinker Marion and seconded by Secretary Allen to table this item until the Sept. 25th regular board meeting.

Discussion – none

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

The motion passed

d. Resolutions

A motion was made by Trustee Hatchett and seconded by Treasurer Maxey to table this item until the Sept. 25th regular board meeting.

Discussion – none

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

The motion passed.

e. Board Calendar 2025-2026

A discussion was held about the dates for the rest of the calendar year. The dates for the upcoming board meetings will be:

Thursday, October 23, 2025

Thursday, November 20, 2025

Thursday, December 18th, 2025

The time will be 6:00 for each of these meetings

A motion was made by Vice-Chair Brinker Marion and seconded by Trustee Hatchett to accept the Board 2025-2026 calendar where the meetings will be held on the fourth Thursday of each month, with the exception of November and December where the fourth Thursday may fall on a holiday, or an exception when the board may be in attendance at a conference.

Discussion – Trustee Hatchett asked for clarification on the time of the meeting

Roll call – Secretary Allen – Yes, Chairperson Richardson – Abstain, Treasurer

Maxey – Yes, Vice-Chair Brinker Marion – Yes, Trustee Hatchett – Yes

The motion passed

f. Approval of Karema DeJesus' program

A motion was made by Trustee Hatchett and seconded by Secretary Allen to table this item until the Sept. 25th regular board meeting.

Discussion – none

Roll call – Secretary Allen – Yes, Chairperson Richardson – Yes, Treasurer Maxey

– Yes, Vice-Chair Brinker Marion – Yes, Trustee Hatchett – Yes

14. Old Business

15. New Business

16. Board Comments

17. Adjournment

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