

PONTIAC PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES
March 20th, 2025 at 6 p.m.
Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Roll Call:** Meeting Called to Order: 6:25 PM
 - a. Present – Chairperson Richardson, Treasurer Maxey, Secretary Allen, Trustee Hatchett
 - b. Absent – Trustee Howard, Vice-Chair Brinker Marion
3. **Moment of Silence**
4. **Approval of Agenda –**

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

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

The motion passed
5. **Public Comment** – No public comment
6. **Action Items**
 - a. Amend 2024-2025 Budget

Mr. Harden, the library accountant went over the budget and the proposed amendments.

The three areas included in the amendments are:

\$50,000 for a part-time facilities manager, carpet, painting, and exterior mold remediation

\$27,000 for administrative allocation which would include conferences, millage campaign, and a board retreat

\$36,000 for capital improvements/bathroom renovation

This would lead to a net income of \$32,136 surplus if all revenue and expenditure projections are met.

A motion was made by Trustee Hatchett and seconded by Treasurer Maxey to accept the amendments.

Vice-Chair Brinker Marion arrived.

Secretary Allen stated that more money is needed for capital improvements and also questioned the amount proposed for, and the logistics of, a facility manager. Further discussion included questions and answers regarding other line items included in the amendments and the amounts associated with them.

Roll call – Secretary Allen – No, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Hatchett – Yes, Vice-Chair Brinker Marion – No.

The motion passed

b. Accept resignation of Library Director Kevin Brown

Mr. Brown's resignation letter was read aloud by Mr. Brown.

Trustee Hatchett stated that the board should accept the resignation of Mr. Brown and said that the library must have a director as it affects the state funding.

A motion was made by Vice-Chair Brinker Marion and seconded by Secretary Allen to accept Mr. Brown's formal resignation as written and given to the board.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – No, Trustee Hatchett – Yes, Vice-Chair Brinker Marion – Yes.

The motion passed

c. Approve Interim Library Director

Chairperson Richardson stated that she reached out to Colleen Vieira and read the email that was sent by her.

Vice-Chair Brinker Marion made a motion, and seconded by Treasurer Maxey, to table this item until the board had a chance to look for other candidates and/or vote on reaching out to Colleen regarding this position.

Roll call – Secretary Allen – No, Treasurer Maxey – Yes, Chairperson Richardson – No, Trustee Hatchett – No, Vice-Chair Brinker Marion – Yes.

The motion did not pass

Trustee Hatchett made a motion, seconded by Secretary Allen to place this item on the agenda under Action Items at the March 27th, 2025 board meeting.

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

The motion passed

7. Board Comments

8. Adjournment –

A motion was made to adjourn the meeting by Trustee Hatchett and seconded by Secretary Allen.

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