

PONTIAC PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES

March 4th, 2025 at 6 p.m.

Pontiac Public Library Auditorium

1. **Welcome**
2. **Call Meeting to Order / Roll Call:** Meeting Called to Order: 6:12 PM
 - a. Present – Chairperson Richardson, Treasurer Maxey, Secretary Allen, Trustee Howard
 - b. Absent – Trustee Hatchett, Vice-Chair Brinker Marion

3. **Moment of Silence**

4. **Approval of Agenda –**

A motion to approve the agenda was made by Trustee Howard and seconded by Treasurer Maxey.

After discussion, a motion was made by Treasurer Maxey and seconded by Trustee Howard to amend the agenda for items 7b (an RFP is not needed since the board already voted on this), and 7e (the cost for mold removal is \$7500 or less)

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

The motion passed

5. **Public Comment** – No public comment

6. **Action Items**

- a. Approval of 2025-2026 library director contract
 - i. There was discussion about the contract and the allocation of sick/vacation days, and also wording to indicate that his pay would be \$87,000 annually rather than per pay period.
 - ii. A motion was made by Trustee Howard and seconded by Secretary Allen to update Mr. Brown's contract to reflect a change in his vacation days – that he has 12 vacation days and if he leaves before he accrues all of those days, he must pay for those that he used prior to accruing them.
 - iii. After more discussion regarding the concerns of Mr. Brown about the sick/vacation/PTO time - the motion was withdrawn by Trustee Howard.
 - iv. Trustee Howard then made a motion to table item 7a until the next board meeting, seconded by Secretary Allen.

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

The motion passed.

- b. Approval of \$15,000 for completion of City of Pontiac inspections and codes for pavilion.

After discussion regarding concerns about the amount of money already spent, and the amount of money listed above, Secretary Allen made a motion to table item 7b and seconded by Trustee Howard.

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

The motion passed.

- c. Approval for amending the budget: \$30,000 for administration/staff development – Tabled until Mr. Harden is in attendance
- d. \$20,000 maintenance – Tabled until Mr. Harden is in attendance
- e. \$10,000 Mold clean-up (\$7500 or less)

Vice-Chair Brinker Marion arrived

There was discussion regarding the report and the location of the mold, and if there is actually mold or not (the report says there is no mold besides surface mold), along with the cost - which would be \$7500 or less. After discussion, a motion was made by Vice-Chair Brinker Marion that this item be removed because the tests were already done and it has been taken care of. There was no second, and the motion died.

Secretary Allen then made a motion that the library get a second opinion on this item, by an outside company, and that the janitorial company (Polk) clean the current surface mold and was seconded by Treasurer Maxey.

Mr. Brown will find another company to come to the library regarding the mold issue.

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

The motion passed.

- f. \$5,000 for grant writer

A motion was made by Vice-Chair Brinker Marion that the grant writer not be paid \$5,000 and seconded by Secretary Allen.

Discussion ensued about giving a grant writer a MOU based on a percentage of what the grant is funded.

After discussion, Vice-Chair Brinker Marion amended her motion to say that the grant writer be paid a percentage based on the grant they write and what funds are obtained. and was seconded by Secretary Allen.

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

- g. Dates and times for Sneaker Ball and Lock-In for tweens and teens
Trustee Howard stated that she is still working on this.
A motion was made by Trustee Howard to table this item until more information is obtained, seconded by Secretary Allen.

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

- h. Entrepreneur project
Secretary Allen stated that various community members will be coming in to do classes for this. In addition, an RFP needs to be created to renovate the kitchen downstairs for cooking classes.
A motion was made by Secretary Allen and seconded by Treasurer Maxey to approve \$5000 for the Entrepreneur Project.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – Yes, Trustee Howard – Yes, Vice-Chair Brinker Marion – No.
The motion passed.

- i. Millage plan
Chairperson Richardson stated that she would get the packets out to the rest of the board members for this. The cost would be approximately \$10,000.
Vice-Chair Brinker Marion made a motion, seconded by Treasurer Maxey to table this item until a written budget is brought forward.

Roll call – Secretary Allen – Yes, Treasurer Maxey – Yes, Chairperson Richardson – No, Trustee Howard – Yes, Vice-Chair Brinker Marion – Yes.
The motion passed.

- j. Budget amendment (include funding for millage promotion) - removed due to the motion in item 7i.

7. Board Comments

8. Adjournment –

A motion was made to adjourn the meeting by Secretary Allen and seconded by Treasurer Maxey.

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