

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**December 18th, 2025 at 6:00 p.m.**  
**Pontiac Public Library Auditorium**

1. **Welcome**
2. **Call Meeting to Order:** Meeting Called to Order: 6:17 PM
3. **Moment of Silence**
4. **Roll Call:**
  - a. Present – Chairperson Richardson, Trustee Howard, Secretary Allen, Vice-Chair Brinker Marion
  - b. Absent – Trustee Hatchett, Treasurer Maxey
5. **Approval of Agenda –**

A motion to approve the agenda was made by Vice-Chair Brinker Marion and seconded by Secretary Allen. Amended to add Report from the housing commission under old business.

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

– the motion passed.
6. **Public Comments** – Carlton Jones: Asked the board to hold off on the hiring of a director until the new board comes on. Also stated expertise in construction arena and procurement. Wants to provide help and service. Disappointed in the restrooms downstairs. Thanks board members who will not be returning for their service. Caroll Turpin: also wants to hold off on the hiring of the library director until new board comes on.
7. **Approval of October 23rd 2025 Board Meeting Minutes**

Secretary Allen moved to approve the October 23rd 2025 Board Meeting Minutes and Second by Vice Chair Brinker Marion.

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

– the motion passed.
8. **Audit Presentation – Gregory Terrell**

See handouts provided by the Gregory Terrell for full document and details on audit report.

No one person should handle everything. Recommends Mr. Vincent Harden for Fractional CFO.

Treasurer Maxey arrived during report.

#### **9. Treasurer's Report**

A motion was made by Secretary Allen and seconded by Treasurer Maxey to move Treasurer's report before Financial report.

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

Motioned to approve treasure report by Secretary Allen and Second by Vice Chair Brinker Marion

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

#### **10. Financial Report- Fraction CFO Position**

See handouts provided

#### **11. Interim Director's Report**

See the Interim Director's Report which was included in the board packet

#### **12. Chairperson's Report**

Tabled by Chair

#### **13. Action Items**

##### **a. Review checks for signing**

Motion to accept checks for signing by Vice Chair Brinker Marion and second by Secretary Allen.

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

The motion passed.

##### **b. Vote on presenting a job offer for the Library Director Position**

-Temporarily Suspend the Vote

Motion by Vice Chair Brinker Marion and Second by Secretary Allen

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

The motion passed.

c. Approval of Fractional CFO Proposal

Moved by Secretary Allen Second by Vice Chair Brinker Marion to approve a temporary contract for Mr. Harden, from January 2026-June 2026.

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

The motion passed.

d. Vice-Chair Resolutions and Motions

Censure of Chair Rosie Richardson.

Motion to censure moved by Vice Chair Brinker Marion and Second by Secretary Allen.

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

The motion passed.

e. Procedure/Policy for Early Voting Best Practices

Motion for policies and procedures for early voting by Chairperson Richardson second by Vice Chair Brinker Marion

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

The motion failed.

**16. Old Business:**

Secretary Allen provided an update on meeting with the Pontiac Housing Commission on the possibility of a partnership for a brand new mixed-use facility with the Pontiac Public Library and Affordable Housing Units.

**17. New Business**

**18. Board Comments:**

Trustee Maxey: pleasure serving and hopes everyone comes in positive on the new board.

Vice Chair Brinker Marion: Happy Holidays, Reminder of Holiday Party at the library, Thanks Mrs. Richardson for poinsettias and makes mention to begin planning for 102 year library anniversary.

Secretary Allen: Thanks Mr. Maxey for his service at the library and looks forward to continuing working with him. Continued with ideas for 102 Years Gala and Fundraiser. Looking forward to the new term with the new elected officials making it a great term. Thank you for Christmas gifts

Chair Richardson: Happy Holidays, looking forward to next four years. Has questions to the resolution.

**19. Adjournment:**

A motion to adjourn the meeting was made by Vice Chair Brinker Marion, and seconded by Treasure Maxey.

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

The motion passed.