

**PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES**  
**February 19th, 2026 at 6:00 p.m.**  
**Pontiac Public Library Auditorium**

- 1. Welcome**
- 2. Call Meeting to Order:** Meeting Called to Order: 6:00 PM
- 3. Moment of Silence**
- 4. Roll Call:**
  - a. Present –Trustee Richardson, Vice-Chair Brinker Marion, Chairperson Allen, Treasurer, Secretary,  
Absent – Trustee Jones
- 5. Approval of Agenda –**

Trustee Richardson made a motion to approve the agenda, seconded by Treasurer Turpin.

Discussion: Treasurer Turpin asked to rescind her second and move the Public Comment to after the Special Presentation. Trustee Richardson stated that she would like to add the millage and the pavilion.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – No, Vice-Chair Brinker Marion – No, Treasurer Turpin – No. The motion Failed.

Treasurer Turpin made a motion to move public comment to after the special presentation, seconded by Vice-Chair Brinker Marion.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion passed.

Trustee Richardson made a motion to add the pavilion and a date for the millage under the action items, and seconded by Secretary Burkett.

After discussion:

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – No. The motion Passed.

A motion was made by Vice-Chair Brinker Marion, seconded by Treasurer Turpin to approve the agenda with changes.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed.

**6. Special Presentation – Pontiac Housing Commission**

Asking about a partnership. Would like to partner with the library to make the Pontiac Public Library a state-of-the art facility.

**7. Public Comments**

Leonna Patterson  
Tori Harris  
Chris Northcross

**8. Approval of January 2026 Board Meeting Minutes**

Treasurer Turpin made a motion to move the approval of the January 2026 minutes until the March 2026 meeting, seconded by Secretary Burkett.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed.

**9. Financial Report – Mr. Harden**

The financial report will be presented by Mr. Harden at the March 26 Board orientation at the Centerpointe Marriott

**10. Interim Director's Report - none**

**11. Action Items**

**a. ARPA Grant -**

Vice-Chair Brinker Marion sent out a copy of the revised ARPA Grant. Trustee Richardson requested more time to study the documentation and Treasurer Turpin asked for a previous document sent to Vice Chair Brinker Marion be sent to the entire board.

Treasurer Turpin made a motion to move the ARPA Grant discussion to a future meeting after the committee has met and fully reviewed the documents, seconded by Trustee Richardson.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed.

**b. Approval of checks for signing**

Treasurer Turpin asked that she be able to see the checks prior to the meeting. Trustee Richardson stated that normally this would happen, however Interim Director Vieira is currently out of town.

Trustee Richardson made a motion to move this item to March 26<sup>th</sup> where the financial report will be given and the check documentation will be presented, seconded by Vice Chair Brinker Marion.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed

**c. Millage**

Trustee Richardson sent a copy to Chair Allen of the last millage that was passed. She suggested that the millage be on the August ballot. There was a question about when the city's millage was going on the ballot. Vice Chair Brinker Marion stated that she would like to see a resolution written regarding this and brought forward for a vote.

Vice Chair Brinker Marion made a motion to move this item to a future meeting where there is a resolution and more information on which to vote, seconded by Secretary Burkett.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed

**d. Pavilion**

Trustee Richardson moved to approve the funding to complete the pavilion based on the current documentation, so that it can be used as a funding source, seconded by Treasurer Turpin.

Vice Chair Brinker Marion doesn't believe that the current documentation is sufficient to move forward with the current contractor. She would like to see what has already been spent, and what is still needed, prior to moving forward. She agrees that the project should move forward, but only with proper documentation.

Treasurer Turpin said she also needs to see this information.

Secretary Burkett questioned if this project is a priority.

Chairperson Allen provided some clarification.

Trustee Richardson stated that there are 5 payments in the current contract, and the 5<sup>th</sup> payment has not been made yet, and will be generated when there is a Certificate of Occupancy. She suggested that the fire inspector be consulted to see what is needed.

Chair Allen stated that the committee should study this and bring the findings to the next meeting.

Treasurer Turpin spoke about monies allocated for maintenance and other upgrades.

Roll Call – Trustee Richardson - Yes, Vice Chair Brinker Marion - No, Chairperson Allen - No, Treasurer Turpin - No, Secretary Burkett - No,  
The motion failed.

## **12. Unfinished Business**

- a. Bathroom renovation update –  
Ricky Sherrell provided an update

- b. Director Candidate Search –

Secretary Burkett asked a question about a candidate not being given an interview. Chair Allen explained that the library director must have a level 1 certificate from the State of Michigan, and stated that this particular candidate was not able to obtain that certification at this time due to not having the required 4 years full time experience.

After more discussion which included the urgent need for a full-time Library Director, along with the possibility of looking into a “Library Manager” role, who would act as an “assistant director”, Vice Chair Brinker Marion made a motion to update the job description, and the qualifications to say “required” instead of “preferred” 4 years full time library experience and to continue the job search, seconded by Treasurer Turpin.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed

## **13. New Business**

- a. Moore Mechanical estimates for plumbing improvements to the downstairs bathrooms

A motion was made by Vice Chair Brinker Marion to approve the quote for the repairs, seconded by Treasurer Turpin.

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed

- b. Legislation Appropriations – an email was sent to all board members from Trustee Jones regarding this.

Treasurer Turpin stated that she contacted Price roofing. They suggested that the board get a consultant/architect to provide details for what actually needs to be done so that the specifications will be consistent for the bidding process.

Trustee Richardson had Green Heating and Cooling come to the library to look at the HVAC system. She provided a summary of their visit to the board and urged the board to look at this document.

**c. Preferred Vendor List**

Chair Allen stated that we have a list of preferred vendors to complete maintenance projects such as painting. Secretary Burkett asked if they were Pontiac vendors to which Chair Allen replied that they are mostly Pontiac businesses.

Treasurer Turpin stated that she would like to see the list prior to the next Facilities committee meeting.

**d. In-house janitorial services**

Currently Polk is our vendor. Chair Allen stated that there needs to be cleaning occurring throughout the day, rather than just at night.

Treasurer Turpin stated that she would like to see a janitor with a job description and written roles and responsibilities.

Chair Allen stated that she reached out to Polk to do an immediate deep clean, which they did. Polk was apologetic and stated that he would understand that if the work continued to be unsatisfactory, we would be looking for a new company.

A motion was made by Secretary Burkett to hire an in-house janitor and seconded by Treasurer Allen.

After more discussion and clarifying questions,

Roll Call – Trustee Richardson – Yes, Secretary Burkett – Yes, Chairperson Allen – Yes, Vice-Chair Brinker Marion – Yes, Treasurer Turpin – Yes. The motion Passed.

## **14. Board Comments**

**Secretary Burkett** – none

**Trustee Richardson** – stated that it was a productive meeting and she is looking forward to the upcoming orientation on March 26<sup>th</sup>, and the continuing work of this board.

**Treasurer Turpin** – echoed the sentiments of Trustee Richardson and is grateful to the board and everyone who came to the meeting as well.

**Vice Chair Brinker Marion** – stated that she also agrees with the previous comments, and would like to see more items brought before the board in the form of a resolution. She would like to see a few more appealing decorations in the new bathrooms. She reiterated that the board act as a whole, and not individually.

**Chair Allen** – asked each board member to check their email daily and spoke about the time of the meetings/special meetings. Happy Birthday to Treasurer Turpin. The board orientation is March 26<sup>th</sup> from 9:00 a.m. – 6:00 p.m.

## **15. Adjournment**

A motion was made by Trustee Richardson and seconded by Treasurer Turpin to adjourn the meeting.

Roll Call - – Trustee Richardson - Yes, Chairperson Allen - Yes, Treasurer Turpin - Yes, Secretary Burkett – Yes, Vice-Chair Brinker Marion – Yes.

The motion passed.