



Board of Trustees Meeting Minutes (*Minutes Approved on October 22, 2026*)

Date: September 24, 2026

Time: 6:02 p.m. – 8:29 p.m. (*Duration: 2 hours, 27 minutes*)

Location: Auditorium, Pontiac Public Library • 60 E. Pike St., Pontiac, MI 48342

1. Call to Order & Roll Call

The meeting was called to order by Chair Allen at 6:02 p.m. A quorum was present.

- **Attendance:**

- Chair Allen – Present
- Vice President Brinker – Present
- Treasurer Carol Turpin – Present
- Trustee Carlton Jones – Present
- Secretary Rosie Richardson – Absent (*Arrived later*)
- Trustee Doria Bucket / Dorian Burkett – Absent

- **Staff Present:**

- Library Director Marcus-Bey
- Fractional Fiscal Officer / CFO Mr. Hardin

2. Approval of Amended Agenda

- **Motion:** Move to amend the agenda to switch items #8 and #9, placing the CFO's Financial Report ahead of the Treasurer's Report.
 - *Moved by:* Trustee | *Seconded by:* Trustee
 - *Roll Call Vote:* Vice President Brinker (Yes), Trustee Jones (Yes), Chair Allen (Yes), Treasurer Turpin (Yes). **Motion Passed.**
- **Motion:** Move to approve the amended agenda.
 - *Moved by:* Trustee | *Supported by:* Trustee
 - *Roll Call Vote:* Chair Allen (Yes), Vice President Brinker (Yes), Trustee Jones (Yes), Treasurer Turpin (Yes). **Motion Passed.**

3. Public Comment

*The following minutes were formally reviewed, amended if necessary, and officially approved by a vote of the Pontiac Public Library Board of Trustees during their public session held on **October 22, 2026**. They now stand as the official, finalized public record of the Board Meeting, having been formally approved and adopted by the Board of Trustees.*



Anthony Davis from Ollie Parker Services LLC was listed on the agenda but was not immediately present during this segment. There were no other public comments. *(Note: Mr. Davis was permitted to speak later in the meeting under a late agenda amendment).*

4. Chairperson's Report (Chair Allen)

- **Director Welcome:** Formally welcomed the new Library Director, who started on September 8. Staff feedback has been highly positive.
- **ARPA Grants:** Staff is working closely with Mr. Hardin on ARPA grant compliance. Contact was made with Lisa Campbell to ensure an extension from September 30 to October 30.
- **DTE Grants:** Partners will attend next month's meeting to discuss a \$10,000 grant allocation and potential matching funds.

5. Director's Report (Director Marcus-Bey)

- **Community Orientation:** Engaging heavily with community stakeholders, including City Recreation, the Michigan Collective, and Genesis Credit Union (celebrating 90 years).
- **Fiscal Operations:** Establishing standing meetings with Mr. Hardin and Treasurer Turpin regarding accounting, invoicing, and fiduciary tracking. Successfully processed her first payroll cycles.
- **Professional Development:** Coordinating with The Library Network (TLN) and the Michigan Library Association (MLA) ahead of next month's annual conference.
- **Facilities & Security:** Conducted initial facility walks. Camera infrastructure is being updated from a 16-channel layout to a larger capacity system.

6. Financial Report (CFO Mr. Hardin)

- **Budget vs. Actual (YTD through August):**
 - **Total Revenue:** \$306,550 vs. budgeted \$248,461 (Favorable variance of \$58,054.74). Property tax collections are pacing effectively, with a \$600,000 wire transfer expected next month.
 - **Total Expenses:** \$183,470.62 vs. budgeted \$295,637.16 (Under-budget variance of \$112,166.54). Underage driven primarily by open positions, delay in hiring the director, and unspent grant funds. Staff salary survey recommendations may be made retroactive to July 1.
 - **Net Income:** \$123,045.12 vs. a projected deficit of \$47,176.16.

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- **Balance Sheet:** Total cash sits at \$1,446,175.08, and total assets stand at \$1,913,941.29. Proposals are ongoing with Huntington Bank to shift liquid balances into interest-bearing account structures. Recorded \$75,000 as a liability (unearned income) for the pending city ARPA grant.
- **Capital Improvement Deficit Inquiry:** The board discussed a legal update stating that the library, as a standalone public entity separate from the city, cannot legally secure commercial loans or lines of credit for capital improvements. Renovation funding must be drawn out of existing unallocated fund balances, unbudgeted millage increases coming in FY27, or outside fundraising campaigns. A formal written opinion is pending from legal counsel.

7. Committee Reports

- **Treasurer's Report:** Treasurer Turpin highlighted variance tracking formatting ideas she learned via a nonprofit finance course to ensure financial packets are transparent and community-friendly.
- **Policy Committee:** Highlighted mandatory state compliance items that must be updated. A conference call will be set up to initiate bylaws reviews. Clarification was noted that committees issue recommendations rather than autonomous approvals.
- **Building, Facility, & Maintenance Committee:** Trustee Jones compiled a historic summary report spanning back to May. Committee meetings were paused for the last two months while awaiting funding feedback, but will resume systematically.

8. Action Items

- **A. Check Listing Details and Approvals**
 - The board reviewed recent check registry metrics including major outlays for insurance (\$21,890), Polk Facility Solutions, Securitas, Midwest Tapes, and Ingram Library Services.
 - Trustees requested detailed internal logging parameters for Amazon debit card micro-purchases moving forward to ensure strict operational oversight.
- **B. Resolution #09242026-1: Migration of QuickBooks Online Payroll Elite**
 - *Purpose:* To transition from Paycor payroll services to an integrated QuickBooks payroll suite. The migration cuts monthly operational fees from \$645 to \$231.50, generating an estimated annual savings of \$4,962.
 - *Moved by:* Treasurer Turpin | *Seconded by:* Trustee Jones
 - *Roll Call Vote:* 5 Yes, 0 No, 0 Abstain. **Motion Passed.**

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- **C. Engagement for Annual Audit**

- The board debated a resolution to contract with the Claremont Group (a firm capturing Gregory Terrell's continuing audit business) for the FY 2025–2026 state audit.
- **Director's Guidance:** Library Director Marcus-Bey explicitly stated the immediate need to lock in an auditor during this session. She warned that because the library is already nearly a quarter through the year, delaying the appointment risks missing the strict December 31 state submission deadline, which would place the library out of compliance.
- Due to ongoing board concerns regarding historical reporting delays and a desire for competitive thresholds, a substitute motion was introduced.
- *Substitute Motion:* Move to go out for a formal Request for Proposals (RFP) for an independent auditor for the FY 25-26 cycle.
 - *Moved by:* Trustee Richardson | *Seconded by:* Treasurer Turpin
 - *Roll Call Vote:* Vice Chair (Yes), Treasurer Turpin (Yes), Trustee Jones (No), Chair Allen (No), Secretary Richardson (Yes). **Motion Passed (3 to 2).**
- *Vote on Resolution #09242026-2 (To hire Gregory Terrell directly):*
 - *Roll Call Vote:* Vice Chair (No), Treasurer Turpin (No), Trustee Jones (Yes), Chair Allen (Yes). **Motion Failed.**

- **D. Resolution #09242026-3: Remaining 2026 & 2027 Holiday Schedule**

- *Approved Closures:* Veterans Day (Nov 11), Thanksgiving (Nov 26), Day after Thanksgiving (Nov 27), Christmas Eve (Dec 24), Christmas Day (Dec 25), and New Year's Eve (Dec 31).
- *Moved by:* Trustee | *Seconded by:* Trustee
- *Vote:* 4 Yes, 0 No, 1 Abstention. **Motion Passed.**

- **E. Rescheduling November & December Board Meetings**

- *Motion:* Reschedule the November 26 meeting to November 19, 2026, and the December 24 meeting to December 17, 2026, due to conflicts with major holidays.
- *Moved by:* Trustee | *Seconded by:* Trustee
- *Roll Call Vote:* Unanimous (5 Yes). **Motion Passed.**

- **F. Seasonal Grounds and Snow Removal RFP & Authorization Thresholds**

- *Motion:* Release an immediate combined RFP/RFQ for competitive winter snow removal coverage spanning November 2026 through April 2027.
 - *Roll Call Vote:* 4 Yes, 1 No (Trustee Jones). **Motion Passed.**

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- *Motion:* Temporarily lift the Library Director's spending authority ceiling to a cap not to exceed \$9,999.99 strictly for evaluating, selecting, and executing the winter snow removal vendor contract autonomously to preserve prompt winter compliance.
 - *Roll Call Vote:* Unanimous (5 Yes). **Motion Passed.**

9. Special Order: Parking Lot Proposal

The agenda was amended to hear from Anthony Davis regarding a seasonal parking arrangement for the 53 library spaces during high-traffic weekend event cycles downtown in October (e.g., Crowfoot, Erebus, and M1 Speed Week events). Mr. Davis suggested splitting parking revenues (\$25–\$40 per car) and providing an armed guard.

- **Board Feedback:** Trustees indicated the library cannot legally sign a standard lease structure due to public asset liability laws. The board is actively investigating monetization or internal fundraising methods where 100% of proceeds stay with the library.

10. Adjournment

- **Motion:** Move to adjourn.
 - *Moved by:* Trustee | *Seconded by:* Trustee
 - *Vote:* Unanimous voice vote. **Motion Passed.**
- **Adjournment Time:** The meeting was officially adjourned at **8:29 p.m.**

Summary of Board Actions & Voting Log

1. Amendment to the Official Agenda

- **Action:** Switch items #8 and #9, placing the CFO's Financial Report ahead of the Treasurer's Report.
- **Vote Type:** Roll Call • **Result:** **PASSED** (4 Yes, 0 No, 0 Abstain)
- **Voting Record:** Vice President Brinker (Yes), Trustee Jones (Yes), Chair Allen (Yes), Treasurer Turpin (Yes).

2. Approval of the Amended Agenda

- **Action:** Approve the newly modified meeting agenda layouts.
- **Vote Type:** Roll Call • **Result:** **PASSED** (4 Yes, 0 No, 0 Abstain)

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- **Voting Record:** Chair Allen (Yes), Vice President Brinker (Yes), Trustee Jones (Yes), Treasurer Turpin (Yes).

3. Resolution #09242026-1: QuickBooks Online Payroll Elite Migration

- **Action:** Transition from Paycor to an integrated QuickBooks system for an estimated annual savings of \$4,962.
- **Moved By:** Treasurer Carol Turpin | **Seconded By:** Trustee Carlton Jones
- **Vote Type:** Roll Call • **Result:** PASSED (5 Yes, 0 No, 0 Abstain)
- **Voting Record:** Unanimous approval by all five trustees present.

4. Substitute Motion: Request for Proposals (RFP) for Independent Auditor

- **Action:** Reject direct contract renewal and open a competitive RFP window for the FY 2025–2026 annual financial audit. (*Note: This action was taken over Library Director Marcus-Bey's explicit recommendation to contract an auditor immediately to prevent a critical compliance lapse past the December 31 deadline.*)
- **Moved By:** Secretary Rosie Richardson | **Seconded By:** Treasurer Carol Turpin
- **Vote Type:** Roll Call • **Result:** PASSED (3 Yes, 2 No, 0 Abstain)
- **Voting Record:** Vice Chair Brinker (Yes), Treasurer Turpin (Yes), Secretary Richardson (Yes), Trustee Jones (No), Chair Allen (No).

5. Resolution #09242026-2: Direct Engagement of Gregory Terrell & Company

- **Action:** Directly contract with Gregory Terrell / Claremont Group for the 2026 fiscal audit without competitive bidding.
- **Vote Type:** Roll Call • **Result:** FAILED / REJECTED (2 Yes, 3 No, 0 Abstain)
- **Voting Record:** Trustee Jones (Yes), Chair Allen (Yes), Vice Chair Brinker (No), Treasurer Turpin (No), Secretary Richardson (No).

6. Resolution #09242026-3: Remaining 2026 & 2027 Library Holiday Closures

- **Action:** Approve scheduled closures for Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
- **Vote Type:** Roll Call • **Result:** PASSED (4 Yes, 0 No, 1 Abstention)
- **Voting Record:** 4 Affirmative votes, 1 Abstention (Trustee Jones).

7. Rescheduling of November and December Regular Board Meetings

- **Action:** Shifting the November 26 meeting to November 19, 2026, and the December 24 meeting to December 17, 2026.
- **Vote Type:** Roll Call • **Result:** PASSED (5 Yes, 0 No, 0 Abstain)
- **Voting Record:** Unanimous approval by all five trustees present.

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8. Issuance of Winter Seasonal Grounds & Snow Removal RFP/RFQ

- **Action:** Public release of a competitive winter snow removal coverage solicitation from November 2026 through April 2027.
- **Vote Type:** Roll Call • **Result:** **PASSED** (4 Yes, 1 No, 0 Abstain)
- **Voting Record:** 4 Affirmative votes, 1 Dissenting vote (Trustee Jones).

9. Expansion of Library Director's Spending Authority Ceiling

- **Action:** Temporarily raising Library Director Marcus-Bey's autonomous spending authority to a cap of \$9,999.99 specifically for executing the winter snow removal contract.
- **Vote Type:** Roll Call • **Result:** **PASSED** (5 Yes, 0 No, 0 Abstain)
- **Voting Record:** Unanimous approval by all five trustees present.

10. Motion to Adjourn

- **Action:** Official closing of public board session.
- **Vote Type:** Voice Vote • **Result:** **PASSED** (Unanimous voice approval)
- **Time of Adjournment:** 8:29 p.m.

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