Library Board of Trustees — Board Meeting Minutes

(Approved on November 19, 2026)

Date: Thursday, October 22, 2026
Time: 6:36 PM – 9:05 PM | **Total Duration:** 2 hours and 29 minutes
Location: Auditorium, Pontiac Public Library • 60 E. Pike St., Pontiac, MI 48342

ATTENDANCE

Board Members Present:

- **Angela Allen** (Board Director / Chairperson): [X] Present [ ] Absent
- **Yvette Brinker Marion** (Vice Board Director / Vice-Chair): [X] Present [ ] Absent
- **Caroll Turpin** (Treasurer): [X] Present [ ] Absent
- **Carlton Jones** (Trustee): [X] Present [ ] Absent

Board Members Absent:

- **Rosie Richardson** (Secretary): [ ] Present [X] Absent *(Noted absent; Treasurer Turpin served as Acting Minute Taker)*
- **Dorian Jay-Simone Burkett** (Trustee): [ ] Present [X] Absent *(Noted absent during roll call)*

Quorum Established: [X] Yes [ ] No

Staff & Guests Present:

- **Library Staff Present:** Sheba Marcus-Bey, Library Director (referred to as Director Bey)
- **Consultant:** Vincent Harden, Fractional Fiscal Officer

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1. Welcome

The meeting was opened with welcoming remarks from Board Director Angela Allen at 6:36 PM.

2. Call Meeting to Order

The meeting was officially called to order by Board Director Angela Allen at 6:36 PM. Roll call was conducted by Treasurer Caroll Turpin (substitute for Secretary Rosie Richardson).

- Angela Allen: [X] Present [ ] Absent
- Yvette Brinker Marion: [X] Present [ ] Absent
- Caroll Turpin: [X] Present [ ] Absent
- Carlton Jones: [X] Present [ ] Absent
- Dorian Jay-Simone Burkett: [ ] Present [X] Absent
- Rosie Richardson: [ ] Present [X] Absent

Quorum Established: [X] Yes [ ] No

3. Moment of Silence / Prayer

A moment of silence/prayer was observed by all attendees.

4. Approval of Agenda

- **Discussion:** None.
- **Motion:** Moved by Vice-Chair Yvette Brinker Marion to approve the agenda as presented.
- **Seconded:** Trustee Carlton Jones
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Jay-Simone Burkett: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*

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- **Vote Count: 4 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed (Unanimous)

5. Public Comments

- **None** *(No public comments were made during the regular session).*

6. Chairperson's Report

Presented by Board Director Angela Allen.

- **Key Updates:**
  - **Trunk-or-Treat Success:** Extended a huge thank you to the staff and Director for partnering with the Michigan Department of Health and Human Services (MDHHS) for a phenomenal Halloween experience. The event brought in an estimated 800 community members (tracked via pizza slice distribution numbers), flooding the inside facility and packing out the parking lot. Special commendation was written for outreach coordinator Marlene Marion for her stellar coordination.
  - **Library Progress:** Celebrated the fact that the new director is actively moving the institution forward, providing proper meeting minutes, handling requests for proposals (RFPs), and managing ARPA funding seamlessly.
  - **Community Party Use:** Shared feedback from using the library as a private citizen for a community engagement gathering, confirming everything went well and praising the cleanup crew and director for restoring the facility to immaculate condition.
  - **Facility Organization Notice:** Requested that an organization system be applied to the back children's room, noting that a table back there has become cluttered with random item pile-ups.

7. Director's Report

Presented by Library Director Sheba Marcus-Bey (Week 6 of tenure).

- **Key Updates:**
  - **AKA 60th Anniversary:** The library hosted the Alpha Kappa Alpha (AKA) sorority to celebrate 60 years of community service, drawing a crowd of 135 attendees. A historical photograph was uncovered showing a soror at the library 60 years ago alongside former librarian Miss Pope; a copy will be printed for the board.
  - **Staff Engagement:** Conducted an all-staff alignment meeting and distributed updated employment handbooks. Commended the entire staff,

especially Mr. Richardson, for keeping operations professional and operational during the multi-month absence of a director.
    - **Operations & Facilities Maintenance:** Actively filling multiple operational hats, including managing accounts receivable and processing vendors through QuickBooks with training from Fiscal Officer Harden.
    - **Cleanliness Checklists & Key Rekeying:** Discovered that the contract cleaning crew lost an exterior key back in June, necessitating an immediate rekeying of the building's exterior. Expressed dissatisfaction with the baseline level of janitorial cleanliness and implemented a mandatory checklist worksheet to enforce standards.
    - **Board Outreach:** Completed individual alignment meetings with all board trustees, with the exception of Miss Burkett, which is currently being scheduled.

8. Treasurer's Report

Presented by Treasurer Caroll Turpin.

- **Discussion/Key Points:** Highlighted critical statutory budgetary compliance problems, focusing on legal parameters governing cash handling, policies, and procedural internal controls in libraries. Formally agreed with Trustee Jones to hold a policy workshop session the first weekend of November to directly update the institution's bylaws and protect public funds. Emphasized that because the community voted to trust the board with a new millage, formatting comprehensive, transparent financial metrics for public viewing is vital.

9. Finance Report

Presented by Vincent Harden, Fractional Fiscal Officer.

- **Discussion/Key Points:**
    - **Balance Sheet Position:** Reported a total cash position of $2,074,238.16, net fixed assets of $466,901.21, and total assets sitting at $2,542,004.37 with negligible liabilities. Equity sits at $2,466,055.55.
    - **Banking Sweep Proposal:** Discussed moving checking funds into a Huntington Bank daily money market sweep account to generate an estimated $20,000 annually in interest revenue versus the current interest-free checking account. The director requested that two alternate banks be reviewed for comparison before approval.
    - **Quarterly Performance (July-Sept 2026):** Reported revenues exceeding expenditures by $749,645.54 (beating the straight-line budgeted surplus expectation of $546,401.79). Property tax revenues totaled $999,192.30,

beating expectations by $147,495.54 due to fewer chargebacks and prior-year refunds. Operational spending was $64,750.87 below budget due to unfilled openings and deferred salary increases.
    - **Capital Improvement Deficit:** Budget lines show an overage of $13,967 for computers because a large $20,000 bulk computer asset purchase was executed fully in the first quarter rather than straight-lined over 12 months. Warned that if major roof updates ($200,000) are paid directly out of general funds rather than leveraging specialized library capital maintenance financing options, the budgeted deficit will rise from $316,000 to nearly half a million dollars.

10. Policy Committee Report

- **Key Updates:** Deferred to the upcoming November workshop meeting organized by Treasurer Turpin and Trustee Jones to reconcile standard municipal codes with mandatory state aid laws.

11. Action Items

- **Item Title: Action Item A: Review and Approve Checks for Signing**
- **Summary of Discussion:** The board reviewed the QuickBooks check detail checklist on page 6 of the packet. Chairperson Allen highlighted an explicit review of the Michigan Municipal League (MML) property insurance check, detailing that she successfully negotiated a multi-thousand-dollar rate discount by providing updated, corrected library personnel numbers and asset valuations to correct prior billing assumptions. She warned the board to remain liability-free as liability premiums sit at $32,000 due to past legal filings, but a lower pool rate can be applied for next year. Clarified that the "Niche Academy" check detail represents a specialized staff education digital training component. An item for extra trash pick-up was deferred until a formal physical invoice is provided.
- **Motion:** Moved by Vice-Chair Yvette Brinker Marion to approve the checks list for signing.
- **Seconded:** Treasurer Caroll Turpin
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Jay-Simone Burkett: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
- **Vote Count: 4 Ayes, 0 Nays, 0 Abstentions**

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- **Vote Result:** [X] Passed [ ] Failed (Unanimous)

12. Old Business

- **Topic: Action Item: Resolution No. 10222026-3 — Engagement of Financial Auditor for Fiscal Year 2026** *(Replacing Defeated Resolution 09242026)*
- **Discussion/Status Update:** Board evaluated three Request for Proposal (RFP) submissions: The Claremont Group PLC, Yeo & Yeo, and Gavridge & Company. Fiscal Officer Harden presented a formal evaluation matrix tracking four heavily weighted criteria: Technical Experience (30%), Accounting Capability (25%), Capacity/Deadlines (25%), and Cost/Fee Clarity (20%). The Claremont Group graded highest on the scorecard. Harden added a supplemental consideration that Claremont's engagement partner, Spiros Terrell, has a 12-year history with the library, ensuring zero disruption under current tight deadlines.
- Treasurer Turpin raised strong workflow process objections, highlighting a systemic conflict of interest in allowing a paid contracted officer to build metrics for a board decision without direct trustee oversight. She emphasized that standard library committees require three members, and she felt boxed into a corner to vote on items "on the fly" without written credentials or proof of insurance.
- Trustee Jones and Vice-Chair Brinker Marion noted that while systemic structure must be addressed, Claremont possessed the staffing capacity to clear state compliance hurdles before December 31.
- **Motion:** Moved by Trustee Carlton Jones to adopt Resolution No. 10222026-3 to engage the Claremont Group PLC for an amount not to exceed $16,960.00.
- **Seconded:** Vice-Chair Yvette Brinker Marion
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [ ] Yes [X] No [ ] Abstain
    - Dorian Jay-Simone Burkett: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
- **Vote Count: 3 Ayes, 1 Nay, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed (3-1 Vote Result)

Chairperson Angela Allen declared that the motion carried and Resolution No. 10222026-3 was adopted.

13. New Business

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Vincent Harden, Fractional Fiscal Officer

- **Item Title: Resolution No. 10222026-4 — Resolution Declaring an Emergency and Authorizing Immediate Elevator Repair to Correct Compliance Violations**
- **Summary of Discussion:** The board evaluated a safety crisis concerning a sudden mechanical failure that rendered the building's elevator completely inoperable. This failure places the library in direct violation of municipal building codes, State of Michigan accessibility laws, and federal Americans with Disabilities Act (ADA) statutory mandates. To eliminate immediate legal liability and safeguard public access, the board moved to declare a state of emergency, waive traditional competitive bidding laws, and authorize a repair contract with MEI Total Elevator Solutions.
- **Motion:** Moved by Trustee Carlton Jones to adopt Resolution No. 10222026-4 to authorize repairs not to exceed $11,424.93.
- **Seconded:** Treasurer Caroll Turpin
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Jay-Simone Burkett: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
- **Vote Count: 4 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed (Unanimous)

Chairperson Angela Allen declared that the motion carried and Resolution No. 10222026-4 was adopted.

d. Discussion on Seasonal Ground Needs

- **Early Voting Logistics:** Please check official local election authority resources or the city clerk's portal to confirm early voting logistics, dates, and setup locations.
- **Holiday Parade:** The board discussed entering a library-sponsored float in the upcoming holiday parade. All members expressed support.
- **Community Game Night:** Chairperson Allen proposed hosting a localized "Family Feud: Pontiac Edition" night to build community ties, matching library trustees against city council or local families.

14. Board Comments

- **Carlton Jones:** Announced he will be representing the library at the Michigan Library Association (MLA) annual conference in Novi on October 28th at 2:00 PM,

hosting a breakout session detailing a "resiliency hub" pilot model to bring automated emergency backup generators to the building. Committed to working directly with Treasurer Turpin to systematically overhaul library operations policies.

- **Yvette Brinker Marion:** Supported regular event tracking and recommended securing manual tally clickers for the doorways to log exact public program participation metrics over pizza distribution counts. Suggested coordinating an active community-led cleanup and paint day utilizing a pool of 50 local corporate volunteers, as well as establishing a localized charity gala. Expressed apologies for her momentary laughter during a tense breakout portion of the procedural audit debate.
- **Caroll Turpin:** Reiterated that to preserve structural integrity, trustees must maintain strict boundaries separating board governance from daily administrative management. Committed to cross-referencing past audits to build an internal corrections calendar for transparency. Expressed continuous intent to protect library interests directly through legal, standardized policy implementation.

15. Adjournment

- **Motion:** Moved by Trustee Carlton Jones to adjourn the regular session meeting.
- **Seconded:** Vice-Chair Yvette Brinker Marion
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Jay-Simone Burkett: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
- **Vote Count: 4 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed (Unanimous)

Meeting adjourned at: 9:05 PM Actual Time of Adjournment

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