Library Board of Trustees — Special Board Meeting Minutes

(Approved on November 19, 2026)

Date: October 22, 2026
Time: 5:03 p.m. – 6:36 p.m. (Duration: 1 hour, 33 minutes)
Location: Auditorium, Pontiac Public Library • 60 E. Pike St., Pontiac, MI 48342

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1. WELCOME & CALL TO ORDER

The meeting was called to order at 5:03 PM by Chairperson Angela Allen. The explicit purpose of this special meeting was to review and take action regarding the Financial Workforce and Education Advanced Program (PAWEAP).

Chairperson Allen requested Treasurer Caroll Turpin to conduct the roll call to establish a quorum.

- **Angela Allen** (Board Director / Chairperson): [X] Present [ ] Absent
- **Yvette Brinker Marion** (Vice Board Director / Vice-Chair): [X] Present [ ] Absent
- **Caroll Turpin** (Treasurer / Acting Minute Taker): [X] Present [ ] Absent
- **Rosie Richardson** (Secretary): [ ] Present [X] Absent *(Noted absent at this time)*
- **Carlton Jones** (Trustee): [X] Present [ ] Absent
- (Trustee): [X] Present [ ] Absent

Quorum Established: [X] Yes [ ] No

2. MOMENT OF SILENCE

(Observed)

3. APPROVAL OF SPECIAL MEETING AGENDA

- **Motion Made By:** Treasurer Caroll Turpin
- **Seconded By:** Trustee Carlton Jones
- **Discussion/Amendments:** Trustee Jones requested a correction to the printed time on the physical agenda (changing 6:00 PM to the actual starting time of

5:03 PM). Chairperson Allen noted that because it was a Special Board Meeting, formal modifications/amendments could not be applied to the agenda, but the correct start time was publicly stated.

- **Roll Call Tally:**
  - Angela Allen: [X] Yes [ ] No [ ] Abstain
  - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
  - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
  - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
  - Carlton Jones: [X] Yes [ ] No [ ] Abstain
  - Joanne Burkett: [X] Yes [ ] No [ ] Abstain
- **Vote Count: 5 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed

4. PUBLIC COMMENTS

- **Kermit Williams (Pontiac Resident):** Formally welcomed the new library board director to the city of Pontiac and expressed expectation for great things from the board and director moving forward.
- **Tiffany Robinson (Pontiac Resident / Early Childhood Educator):** Submitted a written public comment dated Oct 21, 2026. She detailed explicit sanitation and safety concerns within the children's room observed during a visit with families on Sept 25, 2026 (including a green algae-covered fish tank, heavily stained carpets, broken shelving/rusted toy parts, and generic debris). She requested an explicit review of the space to ensure a safe environment for small children and noted that customer surveys were unavailable when requested.

5. BUSINESS ITEMS: PAWEAP

Item 1: Resolution No. 10222026-1 — Ratification and Acceptance of the PAWEAP Grant Adjustment Notice (GAN)

This resolution formally ratifies the Grant Adjustment Notice issued by the City of Pontiac, extending the PAWEAP performance timeline through December 31, 2026, and reallocating $75,000.00 in federal ARPA/SLFRF funds (CFDA 21.027) into Contracted Program Delivery Staff lines.

- **Motion Made By:** Treasurer Caroll Turpin
- **Seconded By:** Trustee Carlton Jones

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- **Discussion:** Trustee Jones noted that the item underwent extensive baseline alignment and review by the city, confirming compliance with formatting guidelines and establishing comfort in moving forward with execution.
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Burkett: [X] Yes [ ] No [ ] Abstain
- **Vote Count: 5 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Resolution Passed [ ] Resolution Failed

Chairperson Angela Allen declared that the motion carried and Resolution No. 10222026-1 was adopted.

Item 2: Resolution No. 10222026-2 — Approved PAWEAP Vendor Schedule and Workload Restructuring Clauses

This item details the vetted workforce training contractors following competitive procurement from October 7th through October 20th. After board discussions concerning a lack of applicants for the trades track and low engagement projection in the GED track, the baseline allocations were amended directly on the floor.

The amended resolution authorizes individual contracts and allocations under the aggregate $75,000.00 cap:

1. **Oakland Thrive:** Approved up to $18,000.00 for the Culinary Track, including management of all participant meal logistics.
2. **JKH Educational Consulting LLC:** Amended and approved down to $17,500.00 (reduced from the proposed $40,000.00 to maximize remaining funds better elsewhere) for the GED and Digital Literacy Track, including transportation voucher management.
3. **Aztec Software User Licenses:** Approved $5,000.00 for immediate deployment to purchase 20 online GED preparation user licenses, with an explicit baseline stipulation that ownership of these software licenses remains permanently with the Library.
4. **Virtual Reality Trades Hardware & Marketing:** Ordered Fiscal Officer Vincent Harden to coordinate with the City to reallocate the entire remaining balanced fund pool (comprising the unspent trades track portion and the $22,500.00 pulled back from JKH) toward an expanded Virtual Reality Mobile Trades hardware

package (covering HVAC, plumbing, electrical, and trucking software packages) along with localized program marketing.

- **Initial Proposed Motion:** Introduced by Trustee Jones, seconded by Vice-Chair Brinker Marion; subsequently withdrawn by Trustee Jones to accommodate restructuring.
- **Amended Motion Made By:** Vice-Chair Yvette Brinker Marion.
- **Seconded By:** Trustee Carlton Jones.
- **Discussion:** Treasurer Turpin raised concerns about approving contracts without seeing full physical scopes of work and emphasized checking attendance numbers to be responsible stewards of federal funding. Director Bay provided printouts and explained that shifting funds into VR headsets protects the assets for the library's inventory while building a hands-on curriculum. Vice-Chair Brinker Marion and the board agreed that adding an explicit marketing piece and ensuring license ownership remains with the library was paramount to program success. Internal questions were raised regarding baseline accounting for library computer asset tracking.
- **Roll Call Tally:**
    - Angela Allen: [X] Yes [ ] No [ ] Abstain
    - Yvette Brinker Marion: [X] Yes [ ] No [ ] Abstain
    - Caroll Turpin: [X] Yes [ ] No [ ] Abstain
    - Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
    - Carlton Jones: [X] Yes [ ] No [ ] Abstain
    - Dorian Burkett: [X] Yes [ ] No [ ] Abstain

- **Vote Count: 5 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Resolution Passed [ ] Resolution Failed

Chairperson Angela Allen declared that the motion carried and Resolution No. 10222026-2 was adopted as amended.

6. ADJOURNMENT

- **Motion Made By:** Treasurer Caroll Turpin
- **Seconded By:** 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

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- Rosie Richardson: [ ] Yes [ ] No [ ] Abstain *(Absent)*
- Carlton Jones: [X] Yes [ ] No [ ] Abstain
- Dorian Burkett: [X] Yes [ ] No [ ] Abstain

- **Vote Count: 5 Ayes, 0 Nays, 0 Abstentions**
- **Vote Result:** [X] Passed [ ] Failed
- **Actual Adjournment Time:** 6:36 PM

Chairperson Angela Allen declared the Special Board Meeting officially adjourned at 6:36 PM.

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