

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting April 23, 2018 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Meeting Room

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:00

2. PLEDGE

NAME: Pete Burkett

3. ROLL CALL

NAME: Burkett

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PRESENT ABSENT W/ NOTICE

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ABSENT

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NAME: Cole

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NAME: Gault

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NAME: Ragland

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NAME: Rathburg

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NAME:

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4. AGENDA

CHANGES: Remove New Business 10.1 and add Cleo Cowles Fund in its place.

STATEMENT: "Motion to approve agenda as presented."

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: 8. Communication: Add Nominating (ad hoc) to Discussion.

DATE: March 26, 2018

STATEMENT: "Motion to approve the minutes for March 26, 2018 as presented."

MOTION: Jan Rathburg

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

6. CALL TO AUDIENCE: Patrick McCarty CPA, Matt Holland Auditor, Mary Dewley, Kayleigh Sheffield

7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid in March 2018

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for March 2018 in the amount of \$85,793.54"

MOTION: Tiffany Ragland

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

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7.5 Approve 2017 Audit

DISCUSSION: The audit was presented. Matt Holland answered questions from the board. After review, some modifications were made and the audit was approved with modifications to be completed by the auditor.

STATEMENT:

MOTION: Tiffany Ragland
VOTE YEA: Unanimous

SECOND: Jan Rathburg
VOTE NAY:

8. COMMUNICATION

SUBJECT: None

9. UNFINISHED BUSINESS

9.1 Strategic Plan, Phase I Update

DISCUSSION: Phase 1 has been updated. Committees were formed for Library Board objectives; those meeting dates TBA.

9.2 Trustee Workshop Report (Pete)

DISCUSSION: P. Burkett gave a brief report on the trustee workshop that he and V. Cole attended at the Southfield Library in February.

9.3 Accounting change (Verna)

DISCUSSION: Moving settlement money to 685.000.

STATEMENT: "Motion to approve moving settlement payment from 984.000 Contingencies to 685.000 Miscellaneous Revenue starting on 1/1/2018"

MOTION: Tiffany Ragland
VOTE YEA: Unanimous

SECOND: Jan Rathburg
VOTE NAY:

10. NEW BUSINESS

10.1 Cleo Cowells Fund

DISCUSSION: The balance of the Cleo Cowells fund will be moved to purchase books in 2018. The fund was designed to purchase books.

STATEMENT: "Motion to approve a budget amendment to move \$11,834.78 from line item 389.000 Fund Equity Cowells Restricted to line item 981.500 Cleo Cowells Collection"

MOTION: Jan Rathburg
VOTE YEA: Unanimous

SECOND: Tiffany Ragland
VOTE NAY:

10.2 Approving expenses paid (Rebecca)

DISCUSSION: Tabled

10.3 Vending services

DISCUSSION: The Director informed the Board that due to cost savings the staff and public pop machines will be removed and replaced by new machines that are completely maintained by a vending company.

10.4 REVISED PERF-2 Policy

DISCUSSION: Tabled

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STATEMENT:

MOTION: Pick Trustee
VOTE YEA:

SECOND: Pick Trustee
VOTE NAY:

10.5 REVISED PERF-2 Guidelines

DISCUSSION:

STATEMENT: "Motion to approve PERF-2 with changes"

MOTION: Cheryl Gault
VOTE YEA: Unanimous

SECOND: Jan Rathburg
VOTE NAY:

10.6 REVISED PAY-1 Policy

DISCUSSION: Administration cannot require staff to use direct deposit.
Changed wording to "encouraged"

STATEMENT: "Motion to approve pay policy as amended. Effective immediately"

MOTION: Cheryl Gault
VOTE YEA: Unanimous

SECOND: Verna Cole
VOTE NAY:

10.7 REVISED BENR-3 Policy

DISCUSSION: **Tabled**

STATEMENT:

MOTION: Pick Trustee
VOTE YEA:

SECOND: Pick Trustee
VOTE NAY:

10.8 REVISED Meeting Room Policy

DISCUSSION: **Tabled**

STATEMENT:

MOTION: Pick Trustee
VOTE YEA:

SECOND: Pick Trustee
VOTE NAY:

10.9 Fine Forgiveness Coupon

DISCUSSION: The Board has decided, after discussion, to give the Director the discretion on fine reduction.

STATEMENT: "Motion to approve the use of Fine forgiveness or reduction to be used at the discretion of the Director"

MOTION: Tiffany Ragland
VOTE YEA: Unanimous

SECOND: Jan Rathburg
VOTE NAY:

11. COMMITTEE REPORT

11.1 Ad Hoc Committee- New Trustee

DISCUSSION: Approve Interim Trustee Patricia Salter. Salter was the only applicant to apply for the vacant position. She is a former Board member in good standing.

STATEMENT: "Motion to appoint Patricia Salter to the position of Interim Library Board Trustee"

MOTION: Cheryl Gault
VOTE YEA: Unanimous

SECOND: Tiffany Ragland
VOTE NAY:

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12. DIRECTOR'S REPORT

DISCUSSION: National Library Workers Day. Thank you for the awesome input and letters to the staff.

12.1 Staff Reports

DISCUSSION: We are very proud of our staff at the BTPL. Thank you all for making our Library a wonderful place for our community.

13. PUBLIC COMMENT

14. ON HOLD

Advocacy Presentation, upon completion of new website (removed)

Disaster Recovery (removed)

TLN Capital Reserve

15. ITEMS FOR NEXT AGENDA

SUBJECT:

SUBJECT:

SUBJECT:

16. ADJOURN

STATEMENT: Motion to adjourn

TIME: 8:51pm

MOTION: Pete Burkett

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

**Next Meeting: May 21, 2018
7:00 pm in the Meeting Room**