

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting June 25, 2018 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Meeting Room**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 07:00

## 2. PLEDGE

NAME: Pete Burkett

## 3. ROLL CALL

NAME: Burkett

### PRESENT

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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: Salter

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### ABSENT W/ NOTICE

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### ABSENT

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## 4. AGENDA

CHANGES: 10.1 Approve Strategic Plan 2018, 10.2 Approve Vision Statement, 10.3 Approve Mission statement moved to 7.1, 7.2, 7.3. Item 7. Strategic plan 2018. Hartzell-Mika consulting presented the 2018-2023 Strategic Plan for our Library.

STATEMENT: "Motion to approve agenda as revised."

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES: In 3. ROLL CALL - "Rathberg" to "Rathburg"

DATE: May 21, 2018

STATEMENT: "Motion to approve the minutes as corrected."

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 6. CALL TO AUDIENCE: Present-Fran Hotchkiss, Harmony Crocker, Sue Warner, Marianne Hartzell, Joe Mika.

## 7. Strategic Plan 2018: Presented by Hartzell-Mika Consulting

### 7.1 Approve Strategic Plan

DISCUSSION: We are very excited about our 2018-2023 Strategic Plan. The community, staff, director and board worked very hard on completing the plan. Thank you to all the community members who were involved. We are proud of our library and the community that we serve.

STATEMENT: "Motion to approve the 2018-2013 Strategic Plan as presented"

MOTION: Jan Rathburg

SECOND: Patricia Salter

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VOTE YEA: Unanimous

VOTE NAY:

## 7.2 Approve Vision Statement

DISCUSSION: The Vision statement was discussed at length. H/M provided the original that was drafted at the last workshop. The Board agreed the statement needed some work. After discussion we decided on rewording the statement to read: "The Brandon Township Public Library is the center of community activity and experiences."

STATEMENT: "Motion to Approve the Vision Statement as revised"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous VOTE NAY:

## 7.3 Approve Mission Statement

DISCUSSION: The Community, staff, Director and Board developed the Mission statement at our Strategic Plan workshop. Thank you to the community members and staff that assisted. We are very proud to present our new Mission Statement. "The Mission Statement of the Brandon Township Public Library is to: ENGAGE EDUCATE ENRICH EMPOWER"

STATEMENT: "Motion to approve the mission statement as presented"

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 8. FINANCIAL REPORT: EXPENSES

### 8.4 Approve expenses paid for April 2018

DATE: April 2018

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for April 2018 in the amount of \$ 93,621.39"

MOTION: Tiffany Ragland

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

### 8.5 Approve expenses paid for May 2018

DATE: May 2018

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for May 2018 in the amount of \$85,015.56"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

## 9. COMMUNICATION

SUBJECT: NONE

## 10. UNFINISHED BUSINESS

### 10.1 Strategic Plan, 2017

DISCUSSION: Higgerson- Some of the objectives rolled over to the 2018-~~2013~~ 2023 Strategic Plan, and there is still some work to be done to wrap up the 2017 plan. See AD-1.

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## 11. NEW BUSINESS

### 11.1 Automatic Renewal

DISCUSSION: Higgerson- A new trend is developing in Public Libraries.

Automatic book renewal. Items checked out will automatically renew up to the renewal limit determined by the individual library. This will alleviate patrons having to renew and incur fines. This is still in discussion and is informational only at this time because our current ILS does not allow automatic renewal.

### 11.2 Credit Card Resolution

DISCUSSION: In order to alleviate any burdens to our Director and Staff the Board has decided to make a resolution for the Library to obtain a credit card with a limit of \$5,000.00. A copy of the resolution is in the Board packet.

STATEMENT: "Motion to approve-Board of Trustees of the Brandon Township Public Library Resolution 2018".

MOTION: Patricia Salter

SECOND: Tiffany Ragland

VOTE YEA: Roll Call

VOTE NAY:

Unanimous

### 11.3 Materials Reconsideration Policy and Form

DISCUSSION: none

STATEMENT: "Motion to approve the Reconsideration of library materials policy form as presented"

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

### 11.4 Donations and Gifts Policy

DISCUSSION: none

STATEMENT" Motion to approve the donations and gift policy as presented"

MOTION: Tiffany Ragland

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

### 11.5 Donations and Gifts Guidelines

DISCUSSION: none

STATEMENT: "Motion to approve the donations and gift guidelines as presented"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

### 11.6 Approve new Library Assistants

DISCUSSION: Denise Giangrande (former employee) - Vetted.

Abigail Patrick - Vetted

STATEMENT: "Motion to approve hiring Denise Giangrande and Abigail Patrick as part time library assistants."

MOTION: Jan Rathburg

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

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## 11.7 Library/FOL Operating Agreement

DISCUSSION: AD-2. This agreement defines the relationship between Friends of the Library and the Library. It is expected that the agreement will be signed by both parties at the next FOL meeting, 6/26/18. Informational only.

## 11.8 FOL Conflict of Interest

DISCUSSION: Salter- informational. This is regarding Library Board members or Library staff holding FOL office. More discussion at the July meeting.

## 12. COMMITTEE REPORT

### 12.1 Fund Balance Policy

DISCUSSION: The Director will have the Library's attorney review the proposed policy. **Tabled**

## 13. DIRECTOR'S REPORT

DISCUSSION: Highlights: 2018 Loleta Fyan Small And Rural Libraries (Srl) Conference, Library Of Michigan Advanced Director Workshop, 2018 Mla Conference, LSTA Grant

### 13.1 Staff Reports

DISCUSSION: Full reports are in the Board packet. Thank you, staff, for all you do and the awesome way you represent our library and community!!

## 14. PUBLIC COMMENT-

Fran Hotchkiss presented "Fill your mind and shelf with knowledge" LSTA grant program. This is an outreach program that reaches children who are otherwise unable to come to the Library. Incredible program and outreach by our Outreach Librarian Fran Hotchkiss.

## 15. ON HOLD

TLN Capital Reserve

## 16. ITEMS FOR NEXT AGENDA

SUBJECT: Fund Balance Policy

SUBJECT: FOL Conflict of Interest

SUBJECT: Credit Card Follow-Up

## 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Pete Burkett

VOTE YEA: Unanimous

TIME: 8:48pm

SECOND: Patricia Salter

VOTE NAY:

**Next Meeting: July 23, 2018  
7:00 pm in the Meeting Room**