

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting**  
**March 24, 2026 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

**1. CALL TO ORDER**

TIME: 5:00 pm

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

	<b>PRESENT</b>	<b>ABSENT WITH NOTICE</b>	<b>ABSENT</b>
NAME: Crockett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Gault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Rathburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Sotzen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. APPROVAL OF THE AGENDA**

STATEMENT: "I move to approve the Agenda as amended."

MOTION: Rathburg                      SECOND: Crockett  
VOTE -        YEA: 6                      NAY: 0

**5. APPROVAL OF THE MINUTES, February 24, 2026 REGULAR MEETING**

STATEMENT: "I move to approve the February 2026 Minutes as amended."

MOTION: Sotzen                      SECOND: Taylor  
VOTE -        YEA: 6                      NAY: 0

**6. CALL TO AUDIENCE**

**7. DIRECTOR'S REPORT**

**8. TRUSTEE REPORTS**

**9. FINANCIAL OFFICER'S REPORT**

9.1. Review Check Register as of February 28, 2026

9.2. Review Balance Sheet as of February 28, 2026

9.3. Review Income Statement as of February 28, 2026

9.4. Approve Expenses Paid for February 2026

STATEMENT: "I move to approve the February 2026 expenses of \$83,059.66."

MOTION: Gault                      SECOND: Rathburg

VOTE - YEA: 6 NAY: 0

## **10. COMMITTEE REPORTS**

### 10.1. Policies (Taylor)

#### 10.1.1. Collection of Things Policy

STATEMENT: "I move to approve the Collections of Things Policy as amended."

MOTION: Jones SECOND: Rathburg

VOTE - YEA: 6 NAY: 0

### 10.2. Finance (Crockett, Gault, Rathburg)

### 10.3. Ad-Hoc 100th Anniversary Committee (Rathburg, Taylor)

### 10.4. Ad-Hoc Board Training Committee (Crockett, Rathburg, Taylor)

#### 10.4.1. Board Training Schedule

### 10.5. Ad-Hoc Director Evaluation Committee

#### 10.5.1. 2026 Director Goals

STATEMENT: "I move to approve the Director Goals for 2026."

MOTION: Rathburg SECOND: Crockett

VOTE - YEA: 6 NAY: 0

### 10.6. Committee Appointments

STATEMENT: "I move to appoint Jason Sotzen and Keeley Jones to the Policy Committee."

MOTION: Rathburg SECOND: Taylor

VOTE - YEA: 6 NAY: 0

## **11. COMMUNICATION**

## **12. UNFINISHED BUSINESS**

## **13. NEW BUSINESS**

### 13.1. Review Bylaws

STATEMENT: "I move to approve the bylaws as amended."

MOTION: Taylor SECOND: Sotzen

VOTE - YEA: 6 NAY: 0

#### 13.1.1. Officers' Delegation of Duties

STATEMENT: "I move to approve the Officers' abilities to delegate responsibilities to the Library Director."

MOTION: Crockett SECOND: Jones

VOTE - YEA: 6 NAY: 0

### 13.2. New Vetting Company

STATEMENT: "I move to approve using ADP and their affiliates as our new vetting vendor."

MOTION: Taylor SECOND: Rathburg

VOTE - YEA: 6 NAY: 0

**14. STAFF REPORTS**

14.1. Library Statistics

**15. CALENDAR REVIEW – April-** Approve Audit  
Strategic Plan Update

**16. PUBLIC COMMENT**

**17. ON HOLD**

**18. ITEMS FOR NEXT AGENDA-** Audit  
Materials Selection/Collection Development Policy  
Quarterly Strategic Plan Update

**19. Adjourn**

Time: 5:57pm

**Next Regular Meeting:  
April 28, 2026 @ 5:00 p.m.  
Education Session @ 4:30 p.m.  
Community Room  
304 South Street  
Ortonville, MI 48462**