

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting
February 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

	PRESENT	ABSENT WITH NOTICE	ABSENT
NAME: Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: Rathburg	<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

5. SECRETARY POSITION

Action Item

STATEMENT: "I move to appoint Kay Taylor as our new secretary."

MOTION: Rathburg SECOND: Cole

VOTE - VIVA VOCE YEA: 5 NAY: 0

6. APPROVAL OF THE MINUTES, January 27, 2026 REGULAR MEETING

STATEMENT: "I move to approve the minutes for January 2026 as amended."

MOTION: Rathburg SECOND: Crockett

VOTE - VIVA VOCE YEA: 5 NAY: 0

7. CALL TO AUDIENCE

8. ACCEPT TRUSTEE RESIGNATION

Action Item

STATEMENT: "I move to accept Verna Cole's resignation immediately."

MOTION: Gault SECOND: Crockett

VOTE - VIVA VOCE YEA: 4 NAY: 0

9. TRUSTEE INTERVIEWS

9.1. Alex Sweeder

9.2. Keeley Jones

9.3. Jason Sotzen

9.4. Paul Klain

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10. APPOINT TRUSTEE

Action Item

STATEMENT: "I move to nominate Jason Sotzen."

MOTION: Crockett SECOND: Taylor
VOTE - VIVA VOCE YEA: 4 NAY: 0

STATEMENT: "I move to nominate Paul Klein."

MOTION: Rathburg SECOND: Taylor
VOTE - VIVA VOCE YEA: 2 NAY: 2

STATEMENT: "I move to nominate Keeley Jones."

MOTION: Crockett SECOND: Gault
VOTE - VIVA VOCE YEA: 3 NAY: 1

11. DIRECTOR'S REPORT

12. TRUSTEE REPORTS

13. FINANCIAL OFFICER'S REPORT

13.1. Review Check Register as of January 31, 2026

13.2. Review Balance Sheet as of January 31, 2026

13.3. Review Income Statement as of January 31, 2026

13.4. Approve Expenses Paid for January 2026

Action Item

STATEMENT: "I move to approve the January 2026 expenses of \$126,220.54"

MOTION: Gault SECOND: Crockett
VOTE - VIVA VOCE YEA: 4 NAY: 0

14. COMMITTEE REPORTS

14.1. Policies (Cole, Taylor)

14.1.1. WORK-1 Employee Conduct Policy

Action Item

STATEMENT: "I move to approve the WORK-1 Employee Conduct Policy as amended."

MOTION: Rathburg SECOND: Crockett
VOTE - VIVA VOCE YEA: 4 NAY: 0

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14.1.2. Materials Selection/Collection Development Policy
First read. It will still go to the attorney and then come back to the board.

14.1.3. Library of Things Policy
First read. It will still go to the attorney and then come back to the board.

14.2. Finance (Crockett, Gault, Rathburg)

14.2.1. Child and Staff Restroom Bids Action Item
STATEMENT: "I move to approve the amount of \$50,000 for the upgrade of the children's and staff restrooms, including the two proposals from Northbound Contracting, Proposal 16-5 and Proposal 15-10."
MOTION: Crockett SECOND: Rathburg
VOTE - VIVA VOCE YEA: 4 NAY: 0

14.2.2. Boiler Update

14.3. Ad-Hoc 100th Anniversary Committee (Fromwiller, Rathburg, Taylor)

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

14.5. Ad-Hoc Director Evaluation Committee (Gault, Cole, Rathburg)

14.5.1. Closed Session – Director Evaluation Action Item
STATEMENT: "I move we go into a closed session."
MOTION: Gault SECOND: Crockett
VOTE - VIVA VOCE YEA: 4 NAY: 0

STATEMENT: "I move we go back into session."
MOTION: Taylor SECOND: Rathburg
VOTE - VIVA VOCE YEA: 4 NAY: 0

STATEMENT: "I move that we approve what was discussed in the closed session."
MOTION: Crockett SECOND: Rathburg
VOTE - VIVA VOCE YEA: 4 NAY:0

15. COMMUNICATION

16. UNFINISHED BUSINESS

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17. NEW BUSINESS

17.1. Review Bylaws

The Bylaws will come back to the board for approval next month.

17.2. Add Circulation Assistant Position

Action Item

STATEMENT: "I move to approve the new Circulation Assistant Position at 20 hours per week."

MOTION: Gault

SECOND: Rathburg

VOTE - VIVA VOCE

YEA: 4

NAY: 0

18. STAFF REPORTS

18.1. Library Statistics

19. CALENDAR REVIEW – March- Strategic Plan Update

20. PUBLIC COMMENT

21. ON HOLD

22. ITEMS FOR NEXT AGENDA– Approving Bylaws
Appointing New Trustee Committees
Materials Selection/Collection Development Policy
Library of Things Policy
Updating the Bites with the Board Schedule
Updating the FOL Schedule
Updating the Check Register Schedule

23. Adjourn

Time: 7:31pm

Next Regular Meeting:
March 24, 2026 @ 5:00 p.m.
Education Session @ 4:45 p.m.
Community Room
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