

MINUTES

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

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:00pm

2. PLEDGE

NAME: Pete Burkett

3. ROLL CALL

NAME: Burkett

PRESENT

ABSENT W/ NOTICE

ABSENT

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: 10.1 Strategic Plan>Discussion: Change "2013" to "2023"

DATE: June 25, 2018

STATEMENT: "Motion to approve the minutes as changed for June 25, 2018."

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous*

VOTE NAY:

*C. Gault Abstained

6. CALL TO AUDIENCE: Abby Patrick-Introduction, new Library Assistant.

7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid in June 2018

DISCUSSION: The Long-Term Debt will be shown as paid off on the July 2018 Balance Sheet.

STATEMENT: "Motion to approve the expenses paid for June 2018 in the amount of \$ 75,987.60 "

MOTION: Patricia Salter

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

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7.5 Budget Amendments

DISCUSSION:

STATEMENT: "Motion to approve moving \$23,000 from Fund Equity to the Contingency fund"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

STATEMENT: "Motion to approve the budget amendment as presented."

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

STATEMENT: "Motion to instruct the CPA to place the \$13,875.75 TLN refund and the \$7,393.49 Library Debt Refund into the Contingency Fund"

MOTION: Tiffany Ragland

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

8. COMMUNICATION

8.1 MLA Board Attendance

DISCUSSION: MLA Conference will be in Novi, October 17-19, 2018. Board members are to inform Director with desired attendance before closure of Early Bird Registration.

9. UNFINISHED BUSINESS

9.1 TLN Capital Reserve

DISCUSSION: Refer to Director's Report for information

9.2 Fund Balance Policy

DISCUSSION: This has been vetted by the attorney and has been forwarded to auditor Joe Verlin for review as advised.

9.3 Credit Card Follow-up

DISCUSSION: The Director is going to be looking into other alternatives at this time.

9.4 FOL/Board Conflict of Interest

DISCUSSION: Rebecca sent the BTPL Conflict of Interest policy to the FOL. She will report back after discussing necessary and possible changes to the FOL.

10. NEW BUSINESS

10.1 Bed Bug Control Policy

DISCUSSION: NONE

STATEMENT: "Motion to approve the Bed Bug Policy as presented"

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

10.2 New Library Hours

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DISCUSSION: Exciting new hours have been discussed. Further discussion and investigation will be completed by the Director.

11. COMMITTEE REPORT

DISCUSSION: NONE

12. DIRECTOR'S REPORT

DISCUSSION: Library Debt for the building was **paid off** in May 2018. The Fire Safety Inspection was completed and "corrections" are being made.

12.1 2017 Strategic Plan Update

DISCUSSION: In progress. Almost completed

12.2 2018 Strategic Plan Update

DISCUSSION: Board is to inform Director of chosen SP goals as leads or team members.

12.1 Staff Reports

DISCUSSION: We can't say enough of how proud we are of all our Library Staff! Thank you for the reports you give us every month. The reports are awesome, and we enjoy being able to learn and hear about what is happening at our library every month! Keep up the great job!

13. PUBLIC COMMENT: Abby Patrick thanked the Board.

14. ON HOLD

15. ITEMS FOR NEXT AGENDA

SUBJECT: CERT/FEMA Emergency Prep Drills

SUBJECT: Fund Balance Policy

SUBJECT: FOL Conflict of Interest

SUBJECT: Credit Card Follow-Up

16. ADJOURN

STATEMENT: "Motion to adjourn"

MOTION: Pete Burkett

VOTE YEA: Unanimous

TIME: 8:40

SECOND: Cheryl Gault

VOTE NAY:

**Next Meeting: August 27, 2018
7:00 pm in the Meeting Room**