

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting August 27, 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: Jan Rathburg

## 3. ROLL CALL

NAME: Burkett

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

## 4. AGENDA

CHANGES: Addition of 7.6: Review 2019 Line Item Budget in Reference to 2018-23 Strategic Plan. Deletion of 12.2 2018 Strategic Plan Update (discussed in 7.6).

STATEMENT: "Motion to approve agenda as revised."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES:

DATE: July 23, 2018

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

MOTION: Jan Rathburg

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

## 6. CALL TO AUDIENCE: Sara Ault, Library Associate in attendance

## 7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid for July 2018 in the amount of \$68,195.78

DATE: July 2018

DISCUSSION: none

STATEMENT: "Motion to approve the expenses paid for July 2018 in the amount of \$68,195.78 "

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

7.6 Review 2019 Line Item Budget in Reference to 2018-23 Strategic Plan

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DISCUSSION: Board is to email any budget or plan questions to R. Higgerson before the September meeting and she will be prepared with answers and research.

## 8. COMMUNICATION

SUBJECT: None

DATE:

FORMAT:

DISCUSSION:

## 9. UNFINISHED BUSINESS

### 9.1 Fund Balance Policy

DISCUSSION:

STATEMENT: "Motion to approve the Fund Balance Policy"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

### 9.2 FOL/Board Conflict of Interest

DISCUSSION: There are no more conflict of interests. Form is tabled until needed.

### 9.3 Credit Card follow-up

DISCUSSION: No follow up at this time-to be discussed at a later date.

### 9.4 Consumers Energy follow-up

DISCUSSION: Library is doing well at this time. No action needed.

## 10. NEW BUSINESS

### 10.1 CERT-FEMA Emergency Drills

DISCUSSION: Training held at library was successful. Looking for recruits.

### 10.2 Snow Retention proposal

DISCUSSION: R. Higgerson presents proposal from Royal Roofing for installation of retention bars on roof to protect building and prevent leaks caused from heavy snowfall. Library is in need of roof protection.

STATEMENT: "Motion to approve moving \$30,000 from account 984.000 to account 930.000 and to approve the quote received from Royal Roofing Company dated 8.10.2018 for snow retention work for sum not to exceed \$30,000."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

### 10.3 REVISED Public Services Manager Job Description

DISCUSSION: Changed job description to fill position.

STATEMENT: "Motion to approve the revised Public Service Manager job description as presented."

MOTION: Jan Rathburg

SECOND: Cheryl Gault

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VOTE YEA: Unanimous

VOTE NAY:

## 11. COMMITTEE REPORT

## 12. DIRECTOR'S REPORT

DISCUSSION: New phone system on the horizon!

### 12.1 2017 Strategic Plan update

DISCUSSION: An annual meeting (set in July) to discuss Strategic Plan priorities for the next fiscal year is to be added to the board calendar.

STATEMENT: "Motion to eliminate item E: Develop the library's planned giving program from the 2017 Strategic Plan"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

### 12.3 Staff Reports

DISCUSSION: Lots of hard work from the staff this month! Great job everyone!

## 13. PUBLIC COMMENT

## 14. ON HOLD

## 15. ITEMS FOR NEXT AGENDA

SUBJECT: 2019 Line Item Budget

SUBJECT:

SUBJECT:

## 16. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 8:47PM

MOTION: Patricia Salter

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

**Next Meeting: September 24, 2018  
7:00 pm in the Meeting Room**