

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting September 24, 2018 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Meeting Room**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:02

## 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: Additions-11.6 Director Review, 11.7 Paint Bids, 11.8 Proposed Revenue Chart

STATEMENT: "Motion to approve agenda as revised."

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES – Public Hearing

CHANGES: None

DATE: August 27, 2018 Public Hearing

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

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

Abstain: Burkett

## 6. MINUTES

CHANGES: None

DATE: August 27, 2018

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

MOTION: Patricia Salter

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

Abstain: Burkett

## 7. CALL TO AUDIENCE: None

## 8. FINANCIAL REPORT: EXPENSES

8.4 Approve expenses paid for August 2018

# MINUTES

DATE: August 2018

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for August 2018 in the amount of \$92,253.29 "

MOTION: Jan Rathburg

SECOND: Verna Cole

VOTE YEA: Roll

VOTE NAY:

Call/unanimous

## 8.5 Budget Amendments

DISCUSSION:

STATEMENT: "Motion to approve budget amendments"

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Roll

VOTE NAY:

Call/Unanimous

## 8.6 2019 Line Item Budget Review

DISCUSSION: Director R. Higgerson presented draft budget with explanations for certain line item increases and decreases. Financial Officer C. Gault reviewed the 2019 Line Item Budget Review and discussed her findings with the Board and the Director. Director will take notes and present final budget for approval in the October Board Meeting. We as a Board are very impressed with the outstanding job the Director, Admin Assistant Kathleen, and staff did on preparing the 2019 budget line item review.

## 9. COMMUNICATION

None

## 10. UNFINISHED BUSINESS

### 10.1 2017 Strategic Plan update

DISCUSSION: Almost Complete

### 10.2 2018-2023 Strategic Plan update

DISCUSSION: Trustees are to email Director with their choice of teams and leads before the October Board meeting. Will be starting in November with our teams.

## 11. NEW BUSINESS

### 11.1 Automatic Renewal – Beta testing

DISCUSSION: Apollo is using the BTPL to Beta test a new auto-renewal system. This will give the patrons the option to have the books they check out to be automatically renewed without requesting a renewal. Up to a certain limit. Books that are on hold cannot be auto-renewed. The system is not in place yet, but we are excited to bring this to opportunity out our community soon. This will affect Fines revenue, however in the April 23, 2018 meeting the Director was given discretion on Fine forgiveness and reduction.

### 11.2 Tax Capture

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DISCUSSION: In progress

## 11.3 New Phone Contract

DISCUSSION: Updating our equipment, technology, and using a leasing program with a maintenance contract with Technology Solutions. \$537.15 Monthly, \$2,113.00 one-time installation fee

STATEMENT: "Motion to approve the new phone contract"

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 11.4 New Copier Contract

DISCUSSION: Updating our equipment and using a leasing company for regular maintenance and supplies with Toshiba. \$275.62 monthly plus cost per copy for B&W and Color prints.

STATEMENT: "Motion to approve the new copier contract"

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Roll

VOTE NAY:

Call/Unanimous

## 11.5 REVISED GEN-7 Form – Emergency Contact Information

DISCUSSION: New Form. Revised

STATEMENT: "Motion to approve the new emergency contact sheet form"

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 11.6 DIRECTORS REVIEW-

DISCUSSION: Pete will be sending out the evaluation forms via email to all Board members for completion with a due date

## 11.7 PAINT BIDS-

DISCUSSION- 3 of 4 bids are being reviewed

## 11.8 2019 PROJECTED REVENUE CHART-

DISCUSSION- The pie chart shows the projected revenue for the library as:  
92%-Property taxes, 4%-State Revenue, 2%-Misc. Donations, 1%-Interest,  
1% Fines and 0% Charges for service.

## 12. COMMITTEE REPORT

### 13. DIRECTOR'S REPORT

DISCUSSION: Thank you for the report. Awesome Job on the budget!

#### 13.1 Staff Reports

DISCUSSION: Thank you for all the hard work! We love to hear about all the wonderful projects and reaching out each and every one of you do.

## 14. PUBLIC COMMENT

None

## MINUTES

### 15. ON HOLD

### 16. ITEMS FOR NEXT AGENDA

SUBJECT: Directors review

SUBJECT: Paint Bids

SUBJECT: Fund Balance Designation

SUBJECT: 2019 Budget Approval

### 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Cheryl Gault

VOTE YEA: Unanimous

TIME: 8:29

SECOND: Patricia Salter

VOTE NAY:

**Next Meeting: October 22, 2018  
7:00 pm in the Meeting Room**