

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting October 22, 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: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: None

DATE: September 24, 2018

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

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

Abstained: T. Ragland

6. CALL TO AUDIENCE: None

7. SASHABAW MEADOWS LSTA GRANT WRAP-UP (FRAN)

Presentation: Fran presented her outreach program to the Sashabaw Meadows Mobile home community. The LSTA grant money was used to fund the program. This program reached 30-40 children at each session. We are very proud of the work Fran is doing in our community! Thank you, Fran, for your PASSION to mentor our children.

8. FINANCIAL REPORT: EXPENSES

8.4 Approve expenses paid for September 2018

DATE: September 2018

DISCUSSION: None

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STATEMENT: "Motion to approve the expenses paid for September 2018 in the amount of \$72,800.96 "

MOTION: Jan Rathburg
VOTE YEA: Unanimous

SECOND: Patricia Salter
VOTE NAY:

8.7 2019 FINAL Cost Center Budget

DISCUSSION: Excellent job!

STATEMENT: "Motion to approve the Final Cost Center Budget for 2019 as amended and the remaining fund balance will remain unassigned."

MOTION: Patricia Salter
VOTE YEA: Roll Call-
Unanimous

SECOND: Jan Rathburg
VOTE NAY:

8.8 DDA Tax Capture

DISCUSSION: Correspondence was initiated to the Township and to the Village regarding to "not pull" the Tax Capture in December 2018. Our attorney has responded. We wish to be exempt from the Tax Capture by the DDA per MCL125.1653(3).

STATEMENT: "Motion to approve the board to give the Director the authority to discuss all efforts available to us with the attorney to collect \$7,300 for the 2017 year from the DDA and to notify the DDA that we will not enter into an agreement to opt out of being exempt from the tax capture."

MOTION: Cheryl Gault
VOTE YEA: Roll Call –
Unanimous

SECOND: Jan Rathburg
VOTE NAY:

9. COMMUNICATION

SUBJECT: None

DATE:

FORMAT:

DISCUSSION:

10. UNFINISHED BUSINESS

10.1 2017 Strategic Plan update

10.1.1 Board Self-Assessment

DISCUSSION: Great job by Verna, Tiffany and Jan. Tiffany will send out the Self-Assessment via Email and the board will have it returned to her, completed, by 11/12/18.

10.2 Board Office Election Discussion

DISCUSSION: The Board was polled and the election will take place next month.

11. NEW BUSINESS

11.1 Director's Annual Review

DISCUSSION: Go into closed session

STATEMENT: "Motion to approve we adjourn the meeting to enter into closed session for the Director review"

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MOTION: Cheryl Gault
VOTE YEA: Unanimous

SECOND: Patricia Salter
VOTE NAY:

STATEMENT: "Motion to reopen the board meeting."

MOTION: Pete Burkett
VOTE YEA: Unanimous

SECOND: Cheryl Gault
VOTE NAY:

SUMMARY OF CLOSED SESSION: Board discussed the Director's annual review.

11.2 Paint Bid Approval

DISCUSSION:

STATEMENT: "Motion to approve the paint bid of 9/21/18 to be completed in 2019"

MOTION: Patricia Salter
VOTE YEA: Unanimous

SECOND: Jan Rathburg
VOTE NAY:

11.3 New Hours

DISCUSSION: Reviewed new hours

STATEMENT: "Motion to approve new hours for the Library as presented by the director"

MOTION: Jan Rathburg
VOTE YEA: Unanimous

SECOND: Patricia Salter
VOTE NAY:

11.4 MLA Review

DISCUSSION: None

12. COMMITTEE REPORT

13. DIRECTOR'S REPORT

DISCUSSION: Thank you Rebecca for the hard work you put in to make our Library GREAT!

13.1 Staff Reports

DISCUSSION: We appreciate our staff and will be providing a breakfast for everyone on November 5th during the All-Staff Meeting. Thank you staff we will see you on the 5th.

14. PUBLIC COMMENT

None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: New Officers

SUBJECT: Staff ad-hoc committee for evaluation of library

SUBJECT: Staff evaluation forms

17. ADJOURN

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STATEMENT: "Motion to Adjourn."
MOTION: Patricia Salter
VOTE YEA: Unanimous

TIME:9:19
SECOND: Cheryl Gault
VOTE NAY:

**Next Meeting: November 26, 2018
7:00 pm in the Meeting Room**