

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting November 26, 2018 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Meeting Room

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:00

2. PLEDGE

NAME: Pete Burkett

3. ROLL CALL

NAME: Burkett

PRESENT

ABSENT W/ NOTICE

ABSENT

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda."

MOTION: Cheryl Gault

VOTE YEA Unanimous

SECOND: Jan Rathburg

VOTE NAY:

5. MINUTES

CHANGES:

DATE: October 22, 2018

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

MOTION: Jan Rathburg

VOTE YEA Unanimous

SECOND: Cheryl Gault

VOTE NAY:

6. CALL TO AUDIENCE: None

7. ELECTION OF OFFICERS

NOMINATION: T. Ragland for President (accepted)

MOTION: Verna Cole

VOTE YEA Unanimous

SECOND: Cheryl Gault

VOTE NAY:

NOMINATION: V. Cole for Vice President (accepted)

MOTION: Tiffany Ragland

VOTE YEA Unanimous

SECOND: Cheryl Gault

VOTE NAY:

NOMINATION: P. Burkett for Secretary (accepted)

MOTION: Jan Rathburg

VOTE YEA Unanimous

SECOND: Tiffany Ragland

VOTE NAY:

NOMINATION: C. Gault for Financial Officer (accepted)

MOTION: Pete Burkett

SECOND: Tiffany Ragland

MINUTES

VOTE YEA Unanimous

VOTE NAY:

SUMMARY: President-Ragland, VP-Cole, Treasurer-Gault, Secretary-Burkett,
Trustee-Rathburg

8. FINANCIAL REPORT: EXPENSES

8.4 Approve expenses paid for October 2018

DATE: October 2018

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for October 2018 in the amount of \$75,439.10 "

MOTION: Verna Cole

SECOND: Pete Burkett

VOTE YEA: Roll Call -
Unanimous

VOTE NAY:

9. COMMUNICATION

SUBJECT: None

DATE:

FORMAT:

DISCUSSION:

10. UNFINISHED BUSINESS

10.1 Review results of Board Self Evaluation

DISCUSSION: Each trustee filled out a questionnaire, the results were tallied by Tiffany. A committee was formed to review/consolidate the data and complete the process. Members are: R. Higgerson, J. Rathburg, and C. Gault.

11. NEW BUSINESS

11.1 Ad-hoc Committee for Evaluation of Library

DISCUSSION: A committee was formed to start the process: V. Cole, T. Ragland, and staff member M. Dewley.

11.2 2019 Calendar

DISCUSSION: Added: staff evaluations, staff appreciation breakfast, begin staff library evaluation, and complete staff library evaluation

STATEMENT: "Motion to approve the 2019 calendar as amended."

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

11.3 Selection of Trustee

DISCUSSION: We will be placing an announcement in the Citizen regarding the open Trustee position. We will interview the candidates at our next board meeting on December 17, 2018

STATEMENT: "Motion to approve giving the Director the authority to facilitate the process of placing an ad and possible article in the Citizen newspaper for candidates to fill the position of Library Board Trustee to be interviewed and selected on December 17, 2018."

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MOTION: Verna Cole
VOTE YEA: Unanimous

SECOND: Tiffany Ragland
VOTE NAY:

11.4 REVISED BENR-4
DISCUSSION: Tabled

11.5 REVISED BENR-5
DISCUSSION: Tabled

11.6 Mobile App
DISCUSSION: Unfortunately, the mobile app is not compatible with our current computer catalog or ILS.

12. COMMITTEE REPORT

13. DIRECTOR'S REPORT

DISCUSSION: Rebecca has been asked to be a Board member of the Friends of Michigan Library (FOML). This is a three-year term. We are very proud of our Director. She is going to be a great asset to the FOML. Great job Rebecca!

13.1 Staff Reports

DISCUSSION: The staff is doing an incredible job. We appreciate all of your reports as it allows us to feel very connected to you and gives us the information we need to be advocates for the Library. It was exciting to see everyone at the breakfast. Thank you for all of your hard work and effort!

14. PUBLIC COMMENT

None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: BENR-4

SUBJECT: BENR-5

SUBJECT: Trustee self-evaluation

SUBJECT: Selection of Trustee

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Cheryl Gault

VOTE YEA: Unanimous

TIME: 8:30

SECOND: Verna Cole

VOTE NAY:

**Next Meeting: December 17, 2018
7:00 pm in the Meeting Room**