

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting December 17, 2018 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Meeting Room**

## 1. CALL TO ORDER

NAME: Tiffany Ragland

TIME: 7:09

## 2. PLEDGE

NAME: Pete Burkett

## 3. ROLL CALL

NAME: Burkett

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

## 4. SELECT NEW TRUSTEE

DISCUSSION: After discussion on the four applicants, Patricia Salter was selected by the Board as a Trustee for the remainder of the term.

STATEMENT: "Motion to approve Patricia Salter as Trustee on the BTPLB"

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## 5. AGENDA

CHANGES: Move 14.1 to Committee Report "11.1 Trustee Self-Evaluation"

STATEMENT: "Motion to approve agenda as revised."

MOTION: Verna Cole

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

## 6. MINUTES

CHANGES: None

DATE: November 26, 2018

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

MOTION: Jan Rathburg

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## 7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid for November 2018

DATE: November 2018

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for November 2018 in the amount of \$75,738.27 "

MOTION: Verna Cole

SECOND: Jan Rathburg

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VOTE YEA:  
Unanimous/Roll Call

VOTE NAY:

## 7.5 Budget Amendments

DISCUSSION: None

STATEMENT: "Motion to approve budget amendments as revised"

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA:

VOTE NAY:

Unanimous/Roll Call

## 8. COMMUNICATION

SUBJECT: None

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 Director's 2019 Compensation

DISCUSSION: The Director is still far below the average compensation of a Library Director of the similar size as the Brandon Township Library. It is recommended by the Board that the Directors salary should be increased to \$67,000 annually for the year 2019 to bring her compensation up the current average for similar sized libraries.

STATEMENT: "Motion to approve the Directors salary to \$67,000 for 2019."

MOTION: Verna Cole

SECOND: Pete Burkett

VOTE YEA:

VOTE NAY:

Unanimous/Roll Call

### 10.2 REVISED Meeting Room Policy

DISCUSSION: Changes were made to reflect the changing open hours of the Library as a whole.

STATEMENT: "Motion to approve the revised Meeting Room policy as written."

MOTION: Verna Cole

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

### 10.3 Strategic Plan Update

DISCUSSION: The section leaders are picking teams for their perspective assignments. Everything is moving forward as planned.

### 10.4 Youth Public Services Manager

DISCUSSION: Contingent on vetting.

STATEMENT: "Motion to approve Tara Kanon as the new Youth Public Services Manager starting January 28, 2019; contingent on passing the vetting process."

MOTION: Verna Cole

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

## 11. COMMITTEE REPORT

### 11.1 Trustee Self-Evaluation

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DISCUSSION: Jan and Cheryl had a committee meeting. Goals were set. Four section topics were generated.

## 12. DIRECTOR'S REPORT

DISCUSSION: The Director presented us with photos of the needed roof repairs that have been done. This repair will elevate any water damage to the building in the future.

### 13.1 Staff Reports

DISCUSSION: The staff continues to impress us with their hard work and dedication. They are always thinking of new ideas and coming up with different strategies to make the BTPL the hub of the community. Thank you staff for all you do!

## 13. PUBLIC COMMENT

## 14. ON HOLD

14.1 Evaluation of Library

## 15. ITEMS FOR NEXT AGENDA

SUBJECT: Evaluation of the Library

SUBJECT: Trustee Self Evaluation

SUBJECT:

## 16. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 8:08

MOTION: Cheryl Gault

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

**Next Meeting: January 28, 2019  
7:00 pm in the Meeting Room**