

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting March 25, 2019 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Meeting Room**

## 1. CALL TO ORDER

NAME: Tiffany Ragland

TIME: 7:00 P.M.

## 2. PLEDGE

NAME: Tiffany Ragland

## 3. ROLL CALL

NAME: Burkett

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

## 4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda as presented."

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES:

DATE: February 25, 2019

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

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 6. FINANCIAL REPORT: EXPENSES

6.4 Approve expenses paid for February 2019

DATE: February 2019

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for February 2019 in the amount of \$102,807.02 "

MOTION: Patricia Salter

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

## 7. COMMUNICATION

7.1 Brandon Township meeting response

SUBJECT: Tax Capture

DATE: March 22, 2019

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FORMAT: Email

DISCUSSION: President Tiffany Ragland will prepare BTPL official request to be presented at Brandon Twp. Board Meeting on April 1, 2019 to be read by Trustee Verna Cole. Trustee Cheryl Gault will attend to answer any financial questions and Trustee Patricia Salter will attend for additional support.

## 8. UNFINISHED BUSINESS

8.1 Revised FOIA Procedures and Guidelines

DISCUSSION:

8.2 Revised FOIA Summary of Procedures and Guidelines

DISCUSSION:

8.3 Revised FOIA Detailed Itemization

DISCUSSION:

8.4 FOIA Resolution of Acceptance

DISCUSSION:

STATEMENT:

MOTION: Verna Cole  
VOTE YEA: Unanimous

SECOND: Cheryl Gault  
VOTE NAY:

## 9. NEW BUSINESS

9.1 Fund Balance policy and committing funds

DISCUSSION: Tabled until April and Audit draft results

9.2 Advocacy vs Outreach

DISCUSSION: Clearly defined the differences. Going forward, the Board will use these definitions to label and assign responsibilities.

9.3 First Data lease agreement

DISCUSSION: Board approved this agreement

STATEMENT: "Motion to approve the First Data lease agreement as presented."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Verna Cole  
VOTE NAY:

9.4 REVISED Pay 1 Policy

DISCUSSION: Approved

STATEMENT: "Motion to approve the Pay 1, Wage and Salary Administration Policy as presented."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Verna Cole  
VOTE NAY:

9.5 Library Design Bid

DISCUSSION: Thoroughly reviewed design, plan, funding and schedule.

STATEMENT: "Motion to approve Library Design Associates proposal #29006 dated 3/22/19 for \$162,909."

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MOTION: Verna Cole  
VOTE YEA: Unanimous

SECOND: Patricia Salter  
VOTE NAY:

DISCUSSION: Funding for the complete Library Design Associates projects to come from current budget and fund balance. Budget amendments were presented.

STATEMENT: "Motion to approve the 2019 Amended Budget as revised, including the usage from the Fund Balance of \$278,500."

MOTION: Cheryl Gault  
VOTE YEA:

SECOND: Verna Cole  
VOTE NAY:

## **10. COMMITTEE REPORT**

### 10.1 Trustee Self-Evaluation

DISCUSSION: Tabled to April

### 10.2 Evaluation of Library

DISCUSSION: Draft discussed. Revisions will be made as discussed and presented for final approval and implementation in April.

### 10.3 Library Advocacy – Strategic Plan

DISCUSSION: Report on progress of Student Board member project. Will plan to use student recommended by appropriate school representative. Also discussed further plans for September Fest outreach.

## **11. POLICY REVIEW**

### 11.1 PPGM – General

DISCUSSION: Next grouping in April.

## **12. DIRECTOR'S REPORT**

DISCUSSION: Reviewed on-going research of roof repairs.

### 12.1 Staff Reports

DISCUSSION: Highlighted Victoria Phelps' work on rebranding, Shauna Quick's Soft Skills training, Mary Dewley's committee work with Trustees, Kathleen Rocheleau's work on the audit, Fran Hotchkiss' dulcimer addition of skills and contribution of instruments.

### 12.2 Library Statistics

DISCUSSION:

## **13. PUBLIC COMMENT**

## **14. ON HOLD**

## **15. ITEMS FOR NEXT AGENDA**

SUBJECT: Fund Balance

SUBJECT: Trustee Self-Evaluation

SUBJECT: Evaluation of Library

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SUBJECT: Policy Review

SUBJECT: Tax Capture

### **16. ADJOURN**

STATEMENT: "Motion to Adjourn."

MOTION: Tiffany Ragland

VOTE YEA:

TIME: 8:27 P.M.

SECOND: Verna Cole

VOTE NAY:

**Next Meeting: April 22, 2019  
7:00 pm in the Meeting Room**