

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting April 22, 2019 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Meeting Room

1. CALL TO ORDER

NAME: Tiffany Ragland

TIME: 7:00 pm

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: Jan Rathburg

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: None

DATE: March 25, 2019

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

MOTION: Patricia Salter

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

Abstained: J. Rathburg, P. Burkett

6. FINANCIAL REPORT: EXPENSES

6.1 Approve 2018 Audit

DISCUSSION: Presented by Joe Verlin of Gabridge and Company. We were given a clean audit. Unmodified.

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

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Roll Call

VOTE NAY:

Unanimous

6.4 Approve expenses paid for March 2019

DATE: March 2019

DISCUSSION: None

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STATEMENT: "Motion to approve the expenses paid for March 2019 in the amount of \$80,141.80 "

MOTION: Patricia Salter

SECOND: Verna Cole

VOTE YEA: Roll Call

VOTE NAY:

Unanimous

7. COMMUNICATION

8. UNFINISHED BUSINESS

8.1 Tax Capture

DISCUSSION: Cheryl, Verna and Tiffany will be meeting with the Township Supervisor and Treasurer and the DDA for discussion in the near future. They will report back at the next regular Board meeting.

9. NEW BUSINESS

9.1 REVISED Circulation Manager Job Description

DISCUSSION:

STATEMENT: "Motion to approve the Circulation Manager job description as presented."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

9.2 Library Remodel Dates

DISCUSSION: We need two motions. Meeting date change and remodel closing dates. The August Board meeting is scheduled during the proposed remodel dates and needs to be moved. Remodel is proposed to start on August 22, 2019.

STATEMENT: "Motion to move the August Board meeting from August 26, 2019 to August 19, 2019."

MOTION: Cheryl Gault

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

STATEMENT: "Motion to approve giving the Director the discretion to close BTPL for up to two (2) weeks, beginning August 22, 2019 for remodeling the library."

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

9.3 Royal Roofing Inspection Repairs

DISCUSSION:

STATEMENT: "Motion to approve roof repairs as presented for the amount of \$5800.00."

MOTION: Verna Cole

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

9.4 Ad-Hoc Committee for 5K thank you letters

DISCUSSION: Patty and Pete will be heading the committee to thank the 5K sponsors.

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10. COMMITTEE REPORT

10.1 Trustee Self-Evaluation

DISCUSSION: No report

10.2 Evaluation of Library

DISCUSSION: The committee is ready to send out the evaluation to staff.

10.3 Library Advocacy – Strategic Plan

DISCUSSION: Planning for the Homecoming parade. Pete, Jan and Patty will be the committee working on the parade.

Pete and Patty will be sending an invitation to Madeline Minor, BHS Junior who is interested in the Library student liaison position, to attend the May Board meeting and introduce herself.

11. POLICY REVIEW

11.1 PPGM – WORK

DISCUSSION:

12. DIRECTOR'S REPORT

DISCUSSION:

12.1 Staff Reports

DISCUSSION: Great job staff! Thank you for the reports.

12.2 Library Statistics

DISCUSSION:

13. PUBLIC COMMENT

Tiffany thanked Verna and Cheryl for the gifts notes for our staff on Library Worker Appreciation Day.

14. ON HOLD

15. ITEMS FOR NEXT AGENDA

SUBJECT: Student Liaison

SUBJECT: Tax capture

SUBJECT: Fund balance

SUBJECT: PPGM- GEN policy review

16. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Pete Burkett

VOTE YEA: Unanimous

TIME: 8:22pm

SECOND: Verna Cole

VOTE NAY:

**Next Meeting: May 20, 2019
7:00 pm in the Meeting Room**