

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting June 24, 2019 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Meeting Room**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:01

## 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: Remove 10.4 "Record automatic door quote"

STATEMENT: "Motion to approve agenda with revisions."

MOTION: Pete Burkett

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES: 9.2- Roll call vote. 11.1.1-Change "Salter" to "Rathburg" as Board

Liaison to FOL. Add "Salter" to Board Staff Outreach

DATE: May 20, 2019

STATEMENT: "Motion to approve the minutes with corrections."

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 6. CALL TO AUDIENCE

DISCUSSION: Fran Hotchkiss- Fran discussed her summer reading "Steps and Stories" program. Great job!

## 7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid for May 2019

DATE: May 2019

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for May 2019 in the amount of \$90,745.20 "

MOTION: Patricia Salter

SECOND: Jan Rathburg

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VOTE YEA: Roll Call/  
Unanimous

VOTE NAY:

## 8. COMMUNICATION

### 9. UNFINISHED BUSINESS

#### 9.1 Tax Capture

DISCUSSION: The board has decided to not pursue the 2017 tax captured funds due to the amount of board/staff time it has already consumed and to alleviate any further legal fees that may be involved.

STATEMENT: "The BTPL Board and Director will stop all attempts to collect the 2017 captured taxes by the Township due to board and staff time and legal fees."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Patricia Salter  
VOTE NAY:

### 10. NEW BUSINESS

#### 10.1 Closed Session Request

DISCUSSION: The director requested the board move to closed session to discuss a library issue.

STATEMENT: "The board will move to closed session for discussion at 7:19."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Jan Rathburg  
VOTE NAY:

STATEMENT: "Motion to approve the recommendation of the director during closed session."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Jan Rathburg  
VOTE NAY:

#### 10.2 Library Design Revision

DISCUSSION: Hold until we have the final quote

#### 10.3 Armor Coat Asphalt quote

DISCUSSION:

STATEMENT: "Motion to approve the bid for Armor Coat asphalt Maintenance to repair the parking lot for \$5,850.50."

MOTION: Jan Rathburg  
VOTE YEA: Unanimous

SECOND: Pete Burkett  
VOTE NAY:

#### 10.4 Photo Weeding Policy and Guide

DISCUSSION:

STATEMENT: "Motion to approve the photo weeding policy and guide as presented."

MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Patricia Salter  
VOTE NAY:

#### 10.5 Code of Ethics of the American Library Association

DISCUSSION: See 10.7

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## 10.6 Library Bill of Rights

DISCUSSION: See 10.7

## 10.7 The Freedom to Read Statement

DISCUSSION: The board agreed to adopt the "Code of Ethics of the American Library Association", the "Library Bill of Rights" and the "Freedom to Read Statement" provided by the American Library Association (ALA).

STATEMENT: "Motion to adopt the Code of Ethics, Library Bill of Rights and the Freedom to Read statement provided by the ALA."

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

## 11. COMMITTEE REPORT

### 11.1 Trustee Self-Evaluation

DISCUSSION: will be discussed at our next board meeting

### 11.2 Evaluation of Library – 2019 Staff Survey Summary

DISCUSSION: Tiffany submitted a statement in the Board packet.

### 11.3 Library Advocacy – Parade

DISCUSSION: Patty went over the details of the last committee meeting. The BHS Robotics team "Truck Town Thunder" will be at the next committee meeting and will be asked to assist in the design and engineering of the float.

### 11.4 Student Liaison Guideline

DISCUSSION: Change "school" to "student" liaison and change "will" to "may" in line #1 under selection. Pete introduced the guidelines that we will use for the Student Liaison position.

## 12. POLICY REVIEW

### 12.1 PPGM – PERF 2 Policy – Professional Development Policy

DISCUSSION: Remove "double occupancy" from Regulations: Line #2

STATEMENT: "Motion to approve the Professional Development Policy as revised"

MOTION: Patricia Salter

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

### 12.1 PPGM – GEN (on hold)

DISCUSSION:

## 13. DIRECTOR'S REPORT

DISCUSSION: The remodel is going to begin as scheduled.

### 13.1 Staff Reports

DISCUSSION: Great job staff! We are very proud of all our dedicated staff members.

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13.2 Library Statistics  
DISCUSSION:

### **14. PUBLIC COMMENT**

### **15. ON HOLD**

### **16. ITEMS FOR NEXT AGENDA**

SUBJECT: Draft Budget  
SUBJECT: Recruitment  
SUBJECT:

### **17. ADJOURN**

STATEMENT: "Motion to Adjourn."  
MOTION: Pete Burkett  
VOTE YEA: Unanimous

TIME: 8:07  
SECOND: Patricia Salter  
VOTE NAY:

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