

# MINUTES

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

## 1. CALL TO ORDER

NAME: Tiffany Ragland

TIME: 7:02

## 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: Verna Cole

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES: None

DATE: June 24, 2019

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

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Burkett, Cole,

VOTE NAY: None

Gault, Rathburg, Salter

Abstain: Ragland

## 6. CALL TO AUDIENCE

DISCUSSION: None

## 7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid for June 2019

DATE: June 2019

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for June 2019 in the amount of \$80,375.11 "

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

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## 7.5 Budget Amendment:

DISCUSSION: This motion was made after the action taken on item 10.2

STATEMENT: "Motion to approve moving \$25,000.00 from the fund balance to Facilities cost center to pay for the front door replacement and reinstall."

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

## 7.6 First Draft 2020 Budget

DISCUSSION: Director presented first draft of next year's budget. Board asked a few questions for clarification. Good first draft.

## 8. COMMUNICATION

### 8.1 Tax Capture- DDA

DISCUSSION: The correspondence from the DDA was reviewed.

STATEMENT: "Motion that Tiffany Ragland will handle the response to the DDA based on correspondence with the library attorney."

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 TMP Contract

DISCUSSION: TMP Architecture and Merritt Cieslak Design submitted proposals for: Consulting and preparation of Capital Replacement and Maintenance plan for the BTPL. The TMP proposal was chosen.

STATEMENT: "Motion to accept the TMP proposal for consulting of capital improvements and maintenance plan for the Brandon Township Public Library not to exceed \$9,875.00"

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

### 10.2 Front Doors (order in August; install in September)

DISCUSSION: Motor City Door Company, front door/inner door and threshold replacement.

STATEMENT: "Motion to approve Motor City Door Company to replace and reinstall the front entrance doors at a cost of \$22,018.00."

MOTION: Verna Cole

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

### 10.3 Social Media Policy

DISCUSSION: Purpose is to "ensure effective promotion and discussion of the BTPL services, resources and events and to ensure a reputation for outstanding community engagement and customer service on social media."

STATEMENT: "Motion to accept the Social Media Policy with grammatical corrections."

MOTION: Cheryl Gault

SECOND: Verna Cole

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VOTE YEA: Unanimous

VOTE NAY:

## 10.4 New Youth Library Associate

DISCUSSION:

STATEMENT: "Motion to approve Rebecca Carnegie as a new youth library associate starting in September 2019."

MOTION: Pete Burkett

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

## 10.5 New Circulation Library Assistants

DISCUSSION:

STATEMENT: "Motion to approve two to three new part time circulation library assistants subject to vetting."

MOTION: Verna Cole

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

## 10.6 Great Horned Owl

DISCUSSION: The Director has asked that the Great Horned Owl mount (display) that was donated to the library in 2000 be returned to the DNR. She stated that the display would be better suited in a nature center.

STATEMENT: "Motion to approve returning the Great Horned Owl display back to the DNR for proper disposal."

MOTION: Pete Burkett

SECOND: Jan Rathburg

VOTE YEA: Burkett,  
Cole, Gault, Ragland,  
Rathburg

VOTE NAY: Salter

## 11. COMMITTEE REPORT

### 11.1 Trustee Self-Evaluation

DISCUSSION: None

### 11.2 Evaluation of Library

DISCUSSION: None

### 11.3 Library Advocacy – Parade

DISCUSSION: Patty discussed the timeline of the float build. T-shirts, sponsors and drill team. Truck Town Thunder is designing and heading up the build for the float. Parade date is 10/4/19. Next meeting is 8/13/19.

## 12. POLICY REVIEW

## 13. DIRECTOR'S REPORT

DISCUSSION: We have a lot going on with the building, painting, floors, roof, and doors.

### 13.1 Staff Reports

DISCUSSION: Thank you to all the staff for your hard work and dedication to our library!

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13.2 Library Statistics  
DISCUSSION: None

## **14. PUBLIC COMMENT**

**15. ON HOLD**  
15.1 PPGM – GEN

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

SUBJECT: DDA  
SUBJECT: Tax Levy  
SUBJECT: Policy Review

## **17. ADJOURN**

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

TIME: 8:41pm  
SECOND: Cheryl Gault  
VOTE NAY:

**Next Meeting: August 19, 2019  
7:00 pm in the Meeting Room**