

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting August 19, 2019 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Meeting Room

1. CALL TO ORDER

NAME: Tiffany Ragland

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: Add 10.4 M-15 Signage

STATEMENT: "Motion to approve agenda as revised."

MOTION: Verna Cole

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: None

DATE: July 22, 2019

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

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

6. CALL TO AUDIENCE

DISCUSSION: Introducing our second BHS Student Liaison, Grace Montreuil.

We are very excited to have Grace in the Student Liaison program and are looking forward to working with both of our students beginning in September.

7. FINANCIAL REPORT: EXPENSES

7.4 Approve expenses paid for July 2019

DATE: July 2019

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for July 2019 in the amount of \$79,915.62 "

MOTION: Patricia Salter

SECOND: Verna Cole

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VOTE YEA: ROLL CALL
Unanimous

VOTE NAY: None

8. COMMUNICATION

8.1 Tax Capture- DDA

DISCUSSION: Tiffany spoke with the attorney and discussed the last correspondence from the DDA. Tiffany and the attorney drafted a response. Provided in the board packet. The response has been submitted and we are waiting on a reply.

8.2 Thomas Trese

DISCUSSION: Letter from Mr. Trese regarding the plaque in memory of his wife. Very nice letter thanking Fran with her assistance in getting the plaque displayed at Crossman Park.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Approve New Library Associate (Jesse Cornea)

DISCUSSION: New PT Library Associate to replace Abby Patrick. Cornea has already been vetted.

STATEMENT: "Motion to approve the hire of part time library associate, Jesse Cornea."

MOTION: Cheryl Gault
VOTE YEA: Unanimous

SECOND: Verna Cole
VOTE NAY:

10.2 Proctoring Policy

DISCUSSION: None

STATEMENT: "Motion to approve the proctoring policy as presented."

MOTION: Verna Cole
VOTE YEA: Unanimous

SECOND: Patricia Salter
VOTE NAY:

10.3 Outreach Plan

DISCUSSION: Tara Kanon presented the "Outreach Plan to Brandon Schools 2019-2020". This is a very comprehensive program to reach out to the Brandon School District, grades K-12. We are looking forward to seeing the positive outcome this program will inspire. Thank you, Tara!

10.4 M-15 Signage

DISCUSSION: FOL is interested in possibly assisting with putting a sign for the library on M-15. This is also part of our Strategic Plan.

11. COMMITTEE REPORT

11.1 Trustee Self-Evaluation

DISCUSSION: Start in October

11.2 Evaluation of Library

DISCUSSION: Hold

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11.3 Library Advocacy – Parade

DISCUSSION: Patty went over the time line for the float build. Truck Town Thunder put together a project management spreadsheet detailing the hours and manpower needed. Budget is within \$500.00. The float design is complete and building will start 9/1/19. The T-shirt design has been submitted. This is an exciting event for our community. Great job Patty and Truck Town Thunder!

12. POLICY REVIEW

12.1 PPGM – GEN 4

DISCUSSION: None

STATEMENT: "Motion to approve the PPGM-GEN 4 as presented."

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

12.2 PPGM – BENA 1

DISCUSSION: Tabled until attorney review is complete

13. DIRECTOR'S REPORT

DISCUSSION: Roof issues in the Teen area have been repaired. The renovations have begun. The Library will close to the public on 8/26/19 and reopen 9/8/19. The renovations include painting, carpet, tile removal, and new doors. We are excited to see the final results. Great job to our Director for making this all happen!

13.1 Staff Reports

DISCUSSION: Great job staff. Thank you for all your hard work and dedication to our library and community!

13.2 Library Statistics

DISCUSSION: None

14. PUBLIC COMMENT

None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT:

SUBJECT:

SUBJECT:

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Pete Burkett

VOTE YEA: Unanimous

TIME: 8:06pm

SECOND: Cheryl Gault

VOTE NAY:

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**Next Meeting: September 23, 2019
7:00 pm in the Meeting Room**

DRAFT