

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting January 27, 2020 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

## 1. CALL TO ORDER

NAME: Tiffany Ragland

TIME: 7:00

## 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

Junior Student Liaison

Senior Student Liaison

## 4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda as presented."

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## 5. MINUTES

CHANGES:

DATE: December 16, 2019

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

MOTION: Verna Cole

SECOND: Pete Burkett

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

VOTE NAY:

\*T. Ragland Abstained

## 6. MINUTES

CHANGES:

DATE: January 8, 2020- Special Meeting

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

MOTION: Cheryl Gault

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

## 7. CALL TO AUDIENCE

DISCUSSION: none

# MINUTES

## 8. CAPITAL REPLACEMENT AND MAINTENANCE SCHEDULE PRESENTATION

DISCUSSION: Steve Smith from TMP Architecture presented a capital replacement schedule. This is part of our strategic plan. A special thank you to Rebecca and Kathleen for providing this plan.

## 9. FINANCIAL REPORT: EXPENSES

9.4 Approve expenses paid for December 2019

DATE: December 2019

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for December 2019 in the amount of \$90,053.79"

MOTION: Verna Cole

SECOND: Patricia Salter

VOTE YEA: Roll Call-  
Unanimous

VOTE NAY:

## 10. COMMUNICATION

## 11. UNFINISHED BUSINESS

## 12. NEW BUSINESS

12.1 Library Associate New Hire

DISCUSSION: Contingent on vetting.

STATEMENT: "Motion to approve the hiring of a new Library Associate subject to vetting."

MOTION: Cheryl Gault

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

12.2 Fine Free Research

DISCUSSION: Shauna Quick, Circulation Manager, provided information on other libraries that went fine free and their guidelines. Also statistics on BTPL's fines and lost items were discussed.

12.3 REVISED Circulation Policy

DISCUSSION: After looking over the proposed Circulation Policy, it was determined that it will go into effect March 1, 2020.

STATEMENT: "Motion to approve the Circulation Policy as presented."

MOTION: Verna Cole

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY:

12.4 PAY-2 Employee Classification Policy; PAY-3 Schedules Policy

DISCUSSION: Adds language for full time to be 30 hours. Part time is less than 30 hours

STATEMENT: "Motion to approve PAY-2 Employee Classification Policy and PAY-3 Schedules Policy as presented."

MOTION: Cheryl Gault

SECOND: Verna Cole

VOTE YEA: Unanimous

VOTE NAY:

## MINUTES

- 12.5 BENR-1 Health Insurance Policy, Waiver of Health Insurance Coverage Form; BENR-2 Pension Policy; BENR-4 Holiday and Paid Time Off Policy

DISCUSSION: Changes presented were: Health insurance coverage for an employee only and not family, except those that are grandfathered in and Holiday pay for part-time employees.

STATEMENT: "Motion to approve BENR-1 Health Insurance Policy, BENR-1 Waiver of Health Insurance Coverage Form, BENR-2 Pension Policy, and BENR-4 Holiday and Paid Time Off Policy as presented."

MOTION: Verna Cole

SECOND: Jan Rathburg

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

VOTE NAY: Salter

- 12.6 Viasat Satellite Dish Ground Lease Inquiry

DISCUSSION: The only place the plan could be installed on BTPL property is over the septic field. This is not possible. Rebecca will send to Barry Bass, owner of the BFIS property, to see if that is something he would be interested in. No motion, no vote.

- 12.7 Pay Grade Chart

DISCUSSION: Minimum wage change.

STATEMENT: "Motion to approve the Pay Grade Chart as presented."

MOTION: Verna Cole

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

### 13. COMMITTEE REPORT

- 13.1 Board Self-Evaluation

DISCUSSION: Update of language was noted in Article V, Section 1, part f.

STATEMENT: "Motion to approve the BTPL Board of Trustees Bylaws as presented."

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: Unanimous

VOTE NAY:

- 13.2 Board Liaison to the Friends

DISCUSSION: New refrigerator for staff breakroom will be purchased by FOL, not to exceed \$900. The book store made \$6,700 for the year 2019. Not enough support to continue the 5K fundraiser. FOL will be looking to support "Brandon Reads" program.

- 13.3 Trustee Legislative

DISCUSSION: Cheryl Gault is our legislative representative.

- 13.4 Board Advocacy

DISCUSSION: Verna Cole said the committee is getting back together. Patty Salter is working on board recruitment.

- 13.5 Professional Development

DISCUSSION: no report.

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## 13.6 Ad-Hoc Grievance

DISCUSSION: Cheryl Gault said the committee met and will finalize and show the attorney a policy.

## 14. STUDENT LIAISON REPORT

DISCUSSION: The high school will get involved with what the library has to offer.

## 15. POLICY REVIEW

### 15.1 MISC-2 Social Security Privacy Policy

DISCUSSION: Grammatical changes were made

STATEMENT: "Motion to approve MISC-2 Social Security Privacy Policy as presented."

MOTION: Verna Cole

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

### 15.2 MISC-4 Purchasing Policy

DISCUSSION: Repetitive language was removed and grammatical updates were made.

STATEMENT: "Motion to approve MISC-4 Purchasing Policy as presented."

MOTION: Cheryl Gault

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

## 16. DIRECTOR'S REPORT

DISCUSSION: BTPL attrition; "One Book"; Mango; Hoopla

Thank you to Rebecca and Kathleen for all of your organized work.

### 15.1 Staff Reports

DISCUSSION:

### 15.2 Library Statistics

DISCUSSION:

## 17. CALENDAR REVIEW

DISCUSSION: February: Review Board By-Laws; Begin audit process

## 18. PUBLIC COMMENT

## 19. ON HOLD

## 20. ITEMS FOR NEXT AGENDA

SUBJECT:

SUBJECT:

SUBJECT:

## 21. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 9:07PM

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MOTION: Pete Burkett  
VOTE YEA: Unanimous

SECOND: Verna Cole  
VOTE NAY:

**Next Meeting: February 24, 2020  
7:00 pm in the Community Room**