

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting May 18, 2020 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Virtual Meeting

1. CALL TO ORDER

NAME: Verna Cole

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

Junior Student Liaison

Senior Student Liaison

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Pete Burkett

SECOND: Patricia Salter

VOTE YEA: Unanimous

VOTE NAY:

5. MINUTES

CHANGES: None

DATE: February 24, 2020

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

MOTION: Tiffany Ragland

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

DATE: March 23, 2020

DISCUSSION: Meeting was cancelled due to Library closure for COVID-19 Executive Order.

DATE: April 27, 2020

DISCUSSION: Meeting was cancelled due to Library closure for COVID-19 Executive Order.

6. CALL TO AUDIENCE

DISCUSSION:

7. FINANCIAL REPORT

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7.1 Approve 2019 Audit

DISCUSSION: Joe Verlin, of Gabridge and Company, expressed kudos to the management and board for expert financial management for the past five years. We have very healthy finances and are better off in 2019 than 2018.

STATEMENT: "Motion to approve the audit for 2019."

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: Roll Call;

VOTE NAY:

Unanimous

7.5 Approve expenses paid for February 2020

DATE: February 2020

DISCUSSION: None.

STATEMENT: "Motion to approve the expenses paid for February 2020 in the amount of \$80,321.52 "

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Roll Call;

VOTE NAY:

Unanimous

7.4 Approve expenses paid for March 2020

DATE: March 2020

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for March 2020 in the amount of \$75,756.23"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Roll Call;

VOTE NAY:

Unanimous

7.4 Approve expenses paid for April 2020

DATE: April 2020

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for April 2020 in the amount of \$70,289.66"

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: Roll Call;

VOTE NAY:

Unanimous

8. COMMUNICATION

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 COVID-19 Preparedness and Response Plan

DISCUSSION: This includes practices that assure staff and patron safety and PPE. This plan expires May 28, 2020 (barring an executive order extension) and will be updated as needed. Small grammatical changes will be fixed by administration, but the policy as a whole will be voted on.

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STATEMENT: "Motion to approve the Covid-19 Preparedness and Response Plan as presented."

MOTION: Pete Burkett

VOTE YEA: Unanimous

SECOND: Jan Rathburg

VOTE NAY:

10.2 Telework Policy

DISCUSSION: This policy would allow some staff to work from home and keep the least number of people working in the building as possible. It details what is expected from staff and the library, i.e. the library will not pay for home internet expenses or equipment. The policy and form came directly from the library attorney.

STATEMENT: "Motion to approve the Telework Policy and Telework Agreement Form as presented."

MOTION: Patricia Salter

VOTE YEA: Unanimous

SECOND: Tiffany Ragland

VOTE NAY:

10.3 Telework Agreement Form

DISCUSSION: See discussion and statement for 10.2

STATEMENT:

MOTION:

VOTE YEA:

SECOND:

VOTE NAY:

11. COMMITTEE REPORT

11.1 Mentor Trustee (Burkett)

DISCUSSION: No report.

11.2 Board Liaison to the Friends (Rathburg)

DISCUSSION: No report.

11.3 Board Advocacy (Cole, Salter)

DISCUSSION: No report.

11.4 Trustee Legislative (Gault)

DISCUSSION: We want to gather federal monies and state monies for the library. Board is encouraged to respond to the call to action on the MLA website for distribution of funds to libraries.

11.5 Professional Development (Cole)

DISCUSSION: No report.

11.6 Fund Balance (Gault)

DISCUSSION: The committee will be meeting soon. Estimates and more information are needed.

11.7 Ad-Hoc Grievance

DISCUSSION: The policy and form was sent to the attorney for review.

11.7.1 DRAFT Grievance Policy

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DISCUSSION: Attorney said both look good. Rebecca and Kathleen will reformat policy and form to match existing policies in the Personnel Policies and Guidelines Manual.

STATEMENT: "Motion to approve the Grievance Policy and Grievance Procedure Form."

MOTION: Tiffany Ragland

SECOND: Pete Burkett

VOTE YEA: Unanimous

VOTE NAY:

11.7.2 DRAFT Grievance Procedure Form

DISCUSSION: See discussion and statement for 11.7.1

STATEMENT:

MOTION:

SECOND:

VOTE YEA:

VOTE NAY:

11.8 Ad-Hoc Furlough

DISCUSSION: T. Ragland and C. Gault will make up the committee and will meet next week for discussion.

12. Student Liaison Report

DISCUSSION: Maddy is graduating and needs to be replaced as a Student Liaison.

Thank you Maddy for being a student liaison on the library board, and best of luck at college next year. Grace has one more year to serve on the library board.

13. DIRECTOR'S REPORT

DISCUSSION: Director's report included bullet points on all staff work while the library has been closed. There will be an all-staff meeting on Wednesday to discuss reopening and a plan for curbside service. Rebecca will touch base with the board on Thursday with a plan outline.

13.1 Staff Reports

DISCUSSION: No reports. The June board packet will have individualized staff reports again.

13.2 Library Statistics

DISCUSSION: On hold.

14. CALENDAR REVIEW

DISCUSSION: March: Strategic Plan update

April: National Library Week; approve audit; begin evaluation of the library

May: Annual Report

June: Strategic Plan update; complete evaluation of the library; staff appreciation breakfast

15. PUBLIC COMMENT

Victoria Phelps: It's been nice to see everyone and happy to attend the board meeting.

Fran Hotchkiss: I have 21 story time videos and some avid attendees.

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16. ON HOLD

17. ITEMS FOR NEXT AGENDA

SUBJECT: Director to bring policies to board.

SUBJECT:

SUBJECT:

18. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Verna Cole

VOTE YEA: Unanimous

TIME: 8:13pm

SECOND: Pete Burkett

VOTE NAY:

**Next Meeting: June 22, 2020
7:00 pm in the Virtual or Community Room**