

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting June 22, 2020 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Virtual Meeting**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:04 pm

## 2. PLEDGE

NOTE: Pledge was omitted due to virtual meeting status

## 3. ROLL CALL

NAME: Burkett\*

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

Senior Student Liaison\*

\*Burkett, Student liaison arrived late

## 4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Jan Rathburg

SECOND: Patricia Salter

VOTE YEA: Cole,

VOTE NAY:

Gault, Ragland,

Rathburg, Salter

## 5. MINUTES

CHANGES: None

DATE: May 18, 2020

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

MOTION: Tiffany Ragland

SECOND: Jan Rathburg

VOTE YEA: Cole, Gault,

VOTE NAY:

Ragland, Rathburg,

Salter

## 6. CALL TO AUDIENCE

DISCUSSION: None

## 7. FINANCIAL REPORT

7.4 Approve expenses paid for May 2020

DATE: May 2020

DISCUSSION: We may need more money in Professional Services cost center later in the year for the extra legal services required this year.

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STATEMENT: "Motion to approve the expenses paid for May 2020 in the amount of \$80,335.24 "

MOTION: Patricia Salter

SECOND: Tiffany Ragland

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

VOTE NAY:

### 8. COMMUNICATION: None

### 9. UNFINISHED BUSINESS

### 10. NEW BUSINESS

#### 10.1 REVISED COVID-19 Preparedness and Response Plan

DISCUSSION: This Plan was approved at the last Board Meeting on May 18, 2020. This revised Plan has been updated by the Library attorney to reflect the changes made by the Governor's Executive Orders. This Plan will supersede the other.

STATEMENT: "Motion to approve the revised COVID-19 Preparedness and Response Plan."

MOTION: Pete Burkett

SECOND: Cheryl Gault

VOTE YEA: Unanimous

VOTE NAY:

#### 10.2 Reopening Policy

DISCUSSION: In conjunction with the COVID-19 Preparedness and Response Plan, this Reopening Policy provides a Reopening Plan that details the different stages of opening the building to staff and patrons. The Policy explains the responsibilities and authorities of the Library Director in response to the Executive Orders.

STATEMENT: "Motion to approve the Reopening Policy."

MOTION: Patricia Salter

SECOND: Pete Burkett

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

VOTE NAY: Gault

### 11. Strategic Plan Update

DISCUSSION: The new reporting format was presented for a quick overview. There were no new reports for any objectives at this time. Thank you Kathleen for a nice interactive report.

### 12. COMMITTEE REPORT

#### 12.1 Mentor Trustee (Burkett)

DISCUSSION: No report.

#### 12.2 Board Liaison to the Friends (Rathburg)

DISCUSSION: At the end of June, the FOL will pay \$1.00 for the rental of their book sale space.

#### 12.3 Board Advocacy (Cole, Salter)

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DISCUSSION: No report.

## 12.4 Trustee Legislative (Gault)

DISCUSSION: Cheryl forwarded an ALA Advocacy Alert in which we were asked to tell our senators how vital libraries are to our community. Rebecca submitted the article from The Citizen about Fran Hotchkiss' story times on Facebook.

## 12.5 Professional Development (Cole)

DISCUSSION: No report.

## 12.6 Fund Balance (Gault)

DISCUSSION: The committee will have a second meeting on Thursday, June 25, 2020.

## 12.7 Ad-Hoc Furlough

DISCUSSION: Tabled.

## 13. Student Liaison Report

DISCUSSION: Grace reported that there is no information yet about school schedule.

## 14. DIRECTOR'S REPORT

DISCUSSION: Positive comments. Rebecca stated that the staff was very excited to return to work and she expressed much appreciation for them. All that Rebecca and Kathleen have accomplished is amazing.

### 14.1 Staff Reports

DISCUSSION: Positive comments. Huge load of work, all staff rose to the occasion!

### 14.2 Library Statistics

DISCUSSION: On hold.

## 15. CALENDAR REVIEW

DISCUSSION: July: Begin budget plan- Committee will meet in the near future.

## 16. PUBLIC COMMENT

## 17. ON HOLD: Nothing.

## 18. ITEMS FOR NEXT AGENDA

SUBJECT: Waiting on policies from our attorney.

SUBJECT: Zoom meetings will continue until further notice.

SUBJECT:

## 19. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 8:36pm

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MOTION: Cheryl Gault  
VOTE YEA: Unanimous

SECOND: Pete Burkett  
VOTE NAY:

**Next Meeting: July 27, 2020  
7:00 pm in the Virtual or Community Room**