

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting July 27, 2020 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Virtual Meeting

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:05pm

2. PLEDGE

On hold until Virtual Pledge is found

3. ROLL CALL

NAME: Burkett

ABSENT W/ NOTICE

ABSENT

NAME: Cole

NAME: Gault

NAME: Ragland*

NAME: Rathburg

NAME: Salter

Student Liaison: Montreuil

*Ragland arrived late

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: 4

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: June 22, 2020

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

MOTION: Pete Burkett

SECOND: Patricia Salter

VOTE YEA: 4

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: None

7. FINANCIAL REPORT

7.4 Approve expenses paid for June 2020

DATE: June 2020

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for June 2020 in the amount of \$74,159.76 "

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: 4

VOTE NAY: 0

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8. COMMUNICATION

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. COMMITTEE REPORT

11.1 Mentor Trustee (Burkett)

DISCUSSION: None

11.2 Board Liaison to the Friends (Rathburg)

DISCUSSION: None

11.3 Board Advocacy (Cole, Salter)

DISCUSSION: None

11.4 Trustee Legislative (Gault)

DISCUSSION: Cheryl wrote to Elyssa Slotkin who stated she would support the CARES grant.

11.5 Professional Development (Cole)

DISCUSSION: None

11.6 Fund Balance (Gault)

DISCUSSION: None

11.7 Ad-Hoc Grievance (Cole, Salter)

11.7.1 REVISED WORK 4 Grievance Policy and Form

DISCUSSION: Administrative Assistant, Kathleen, made these suggested edits to match policy and form and formatted to match existing policies in the Manual. In the future, it is recommended we ask Kathleen to join an appropriate committee and/or review proposed policies for formatting/editing.

STATEMENT:

MOTION: Pete Burkett

VOTE YEA:4

SECOND: Patricia Salter

VOTE NAY:0

12. Student Liaison Report

DISCUSSION: Statement from Director: "After reviewing and updating the Student Liaison Report, we realize that it may be difficult during the COVID-19 pandemic to accomplish the items/programs on the list. The schools are addressing a complex set of issues, i.e. a possible mix of in-person and virtual learning, keeping staff and students safe, etc., and we would prefer to give them time to settle into a solid routine before attempting to start new programs or address gaps in previous programs. Therefore, we would like to table the Student Liaison Report until things return back to a semblance of normal."

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13. DIRECTOR'S REPORT

DISCUSSION: Rebecca pointed out that there have been HVAC issues. She was very pleased with the service and feedback from Goyette.

13.1 Staff Reports

DISCUSSION: These reports keep getting better and better. Rebecca pointed out that the staff is supporting each other very well.

13.2 Library Statistics

DISCUSSION: On Hold

14. CALENDAR REVIEW

DISCUSSION: August: Approve Millage Rate/Budget
Start Director Evaluation (P.Burkett)
Start Board Evaluation (V.Cole, T.Ragland)

15. PUBLIC COMMENT

16. ON HOLD

17. ITEMS FOR NEXT AGENDA

SUBJECT: Board Evaluation
SUBJECT: Director Evaluation
SUBJECT: Approve Millage Rate

18. ADJOURN

STATEMENT: "Motion to Adjourn."
MOTION: Pete Burkett
VOTE YEA: 5

TIME: 7:31pm
SECOND: Jan Rathburg
VOTE NAY: 0

**Next Meeting: August 24, 2020
7:00 pm in the Virtual or Community Room
*Preceded by Public Hearing at 6:45 pm**