

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting August 24, 2020 at 7:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Virtual Meeting**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:00PM

## 2. PLEDGE

NAME: Recording

## 3. ROLL CALL

NAME: Burkett

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

Student Liaison: Montreuil

## 4. AGENDA

CHANGES: Addition of **10.9 Chairs**

STATEMENT: "Motion to approve agenda as amended."

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: 6

VOTE NAY: 0

## 5. MINUTES

CHANGES:

DATE: July 27, 2020

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

MOTION: Pete Burkett

SECOND: Jan Rathburg

VOTE YEA: 5

VOTE NAY: 0

\*C. Gault Abstained

## 6. CALL TO AUDIENCE

DISCUSSION: None

## 7. FINANCIAL REPORT

7.4 Approve expenses paid for July 2020

DATE: July 2020

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for July 2020 in the amount of \$93,197.14 "

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: Roll Call;

VOTE NAY: 0

Unanimous

# MINUTES

## 8. COMMUNICATION

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 Average Age of Materials Collection

DISCUSSION: Informational at this point. There are no other libraries to compare these numbers to but Rebecca will run it by other libraries.

### 10.2 REVISED Circulation Policy

DISCUSSION: The policy was updated to include online library card applications and renewals and to drop the \$6.00 student card fee.

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

MOTION: Pete Burkett

SECOND: Cheryl Gault

VOTE YEA: 6

VOTE NAY: 0

### 10.3 REVISED PAY-5 Emergency Closing Policy

DISCUSSION: This update will address the eventuality of a power outage during regular working hours. Question raised: "does any staff live too far away to make returning to work unfeasible?" This is not a huge issue as there are offered alternatives to the employee.

STATEMENT: "Motion to approve the revised Emergency Closing Policy as presented"

MOTION: Tiffany Ragland

SECOND: Patricia Salter

VOTE YEA: 6

VOTE NAY: 0

### 10.4 DRAFT MGT-12 Media Relations Policy

DISCUSSION: This was vetted with the attorney.

STATEMENT: "Motion to approve MGT-12 Media Relations Policy as presented."

MOTION: Jan Rathburg

SECOND: Pete Burkett

VOTE YEA: 6

VOTE NAY: 0

### 10.5 DRAFT MGT-12 Media Relations Guidelines

DISCUSSION: None

STATEMENT: "Motion to approve MGT-12 Media Relations Guidelines as presented."

MOTION: Cheryl Gault

SECOND: Pete Burkett

VOTE YEA: 6

VOTE NAY: 0

### 10.6 REVISED JD Grade 7,8 Circulation Manager

DISCUSSION: Wanting to broaden the requirements to a master's degree without necessarily having a master's in library science.

STATEMENT: "Motion to revise the JD Grade 7, 8 Circulation Manager as presented."

MOTION: Pete Burkett

SECOND: Patricia Salter

VOTE YEA: 6

VOTE NAY: 0

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## 10.7 Director Evaluation

DISCUSSION: We are ahead of schedule and will present to Rebecca in October.

## 10.8 Board Evaluation

DISCUSSION: This is done and now goes to committee of Cheryl, Jan and Rebecca. The form was easy to use. Thank you to Tiffany for all the extra work to make it so.

## 10.9 Employee Chairs.

DISCUSSION: We budgeted \$10,000 for 2020. Rebecca has an older quote of approximately \$8,000 for lifetime guarantee on new chairs and is waiting for an updated quote before purchasing. Do to the timing of ordering and delivering, she asks that we approve up to a \$10,000 purchase limit to ensure we get the chairs this year.

STATEMENT: "Motion to approve the purchase of new staff chairs not to exceed \$10,000"

MOTION: Pete Burkett  
VOTE YEA: 6

SECOND: Patricia Salter  
VOTE NAY: 0

## 11. COMMITTEE REPORT

### 11.1 Mentor Trustee (Burkett)

DISCUSSION: None

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

DISCUSSION: Jan should have a report next month.

### 11.3 Board Advocacy (Cole, Salter)

DISCUSSION: None

### 11.4 Trustee Legislative (Gault)

DISCUSSION: Cheryl wrote a personal, as opposed to the standard, letter to a state representative. This assured that she would receive a reply.

### 11.5 Professional Development (Cole)

DISCUSSION: The Trustee orientation packet will be combined with the professional development packet. Verna and Jan will work on this and bring it back to the board in September.

### 11.6 Fund Balance (Gault)

DISCUSSION: For 2021 it is recommended that \$50,000 be reserved to continue to build the fund balance to address facilities issues such as the parking lot, sidewalk, and HVAC updates.

## 12. Student Liaison Report

DISCUSSION: On hold.

## 13. DIRECTOR'S REPORT

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DISCUSSION: Rebecca is applying for the Oakland County CARES Grant. She talked to District 3 Commissioner Mike Spisz who said most likely anything COVID-related should be covered.  
Kathleen put together a new Emergency Binder for staff.

### 13.1 Staff Reports

DISCUSSION: Incredible reports. Please let staff know how much they are appreciated by the board.

### 13.2 Library Statistics

DISCUSSION: On Hold

## 14. CALENDAR REVIEW

DISCUSSION: September: Strategic Plan Update  
Present Draft Budget

## 15. PUBLIC COMMENT

## 16. ON HOLD

## 17. ITEMS FOR NEXT AGENDA

SUBJECT:

SUBJECT:

SUBJECT:

## 18. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Pete Burkett

VOTE YEA: 6

TIME: 7:48 pm

SECOND: Cheryl Gault

VOTE NAY: 0

**Next Meeting: September 28, 2020  
7:00 pm in the Virtual or Community Room**