

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting September 28, 2020 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Virtual Meeting

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:01pm

2. PLEDGE

NAME: RECORDING

3. ROLL CALL

NAME: Burkett

PRESENT

ABSENT W/ NOTICE

ABSENT

NAME: Cole

NAME: Gault

NAME: Ragland

NAME: Rathburg

NAME: Salter

Student Liaison: Montreuil

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: 4

VOTE NAY: 0

5. MINUTES

CHANGES: #5- Statement changed to: "Motion to approve budget and certify tax levy."

DATE: August 24, 2020 Public Hearing

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

MOTION: Patricia Salter

SECOND: Cheryl Gault

VOTE YEA: 4

VOTE NAY: 0

6. MINUTES

CHANGES: None

DATE: August 24, 2020

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

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: 4

VOTE NAY: 0

7. CALL TO AUDIENCE

DISCUSSION: None

8. FINANCIAL REPORT

8.4 Approve expenses paid for August 2020

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DATE: August 2020

DISCUSSION: On the Income Statement- Cost Center 12 Technology shows that we have over spent. We have not over spent as the expense is on the 2019 Accrual Basis Budget and the Income Statement is a Cash Basis. It is anticipated that all COVID-19-related expenditures will be reimbursed to the library through the Oakland County CARES Grant.

STATEMENT: "Motion to approve the expenses paid for August 2020 in the amount of \$81,875.15."

MOTION: Patricia Salter
VOTE YEA: 4

SECOND: Jan Rathburg
VOTE NAY:0

8.5 DRAFT 2021 Line Item Tracker

DISCUSSION: Rebecca Higgerson is not budgeting for state aid and penal fines at this time. \$50,000 will be put away for 2021. Based on Library of Michigan information, we are anticipating a lean budget in FY2021.

9. COMMUNICATION

9.1 Rep. Elissa Slotkin

DISCUSSION: Cheryl Gault received a letter from Elissa Slotkin's office thanking Cheryl for her letter asking Rep. Slotkin to support IMLS funding for libraries.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 FINAL DRAFT 2019 Annual Report

DISCUSSION: Shauna Quick and Cheryl Gault get a special thank you for their work on report.

STATEMENT: "Motion to approve the 2019 Annual Report."

MOTION: Patricia Salter
VOTE YEA: 4

SECOND: Jan Rathburg
VOTE NAY:0

11.2 JD Grade 8 Implementation Manager

DISCUSSION: The purpose of this new position is to concentrate on library or patron focused projects in a deadline oriented capacity. This will take the pressure off the Circulation and Youth Managers as they are also taking care of collection management. Rebecca also recommends that we immediately install Shauna Quick into this position as she has been doing this type of work since she was hired in 2015. She should be appropriately compensated for her work.

STATEMENT: "Motion to approve the position of Implementation Manager and to appoint Shauna Quick to the position."

MOTION: Cheryl Gault
VOTE YEA: 4

SECOND: Patricia Salter
VOTE NAY:0

11.3 REVISED Circulation Policy

DISCUSSION: There was an inconsistency in language regarding Temporary Cardholders and MeLCat Holds. This just needed to be cleaned up.

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

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: 4

VOTE NAY:0

11.4 REVISED COVID-19 Preparedness and Response Plan

DISCUSSION: With the change in personnel, Fran Hotchkiss and Michael Stohrer were added to this Plan as designated supervisors.

Rebecca updated the Board regarding a positive COVID-19 test among staff. When the library closed on September 25, 2020, Rebecca, as per policy, contacted the Oakland County Health Department, as well as the library's attorney. Following CDC guidelines, after a deep cleaning and electro-static fogging on September 28, 2020, the library reopened on Tuesday, September 29, 2020.

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

MOTION: Patricia Salter

SECOND: Cheryl Gault

VOTE YEA: 4

VOTE NAY:0

12. Strategic Plan Update

DISCUSSION: Due to the departure of two managers, some objective notes are incomplete. More detail will be added for the next update. Most 0-2 year objectives are done except for those put on hold due to the pandemic. Now we can focus on the 3-5 year objectives.

13. COMMITTEE REPORT

13.1 Mentor Trustee (Burkett) / Professional Development (Cole)

DISCUSSION: Cole and Ragland Rathburg presented the Table of Contents for training for new trustees. It was suggested that they include information about the library's budget and to split contents into library information and trustee resources.

13.2 Board Liaison to the Friends (Rathburg)

DISCUSSION: At the last meeting, the FOL made requests for opening up the book store area. Rebecca will respond.

13.3 Board Advocacy (Cole, Salter)

DISCUSSION: None

13.4 Trustee Legislative (Gault)

DISCUSSION: None

13.5 Fund Balance (Gault)

DISCUSSION: Rebecca and Kathleen are getting information regarding the HVAC units and the parking lot integrity.

13.6 Board Evaluation Recommendations (Gault)

13.6.1 Board Bylaws: New Standing Committees

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DISCUSSION: A new section named "Standing Committees" will be added to the Board Bylaws. It will include the information presented defining the committees' roles and responsibilities.

STATEMENT: "Motion to approve the inclusion the "Standing Committees" to the Bylaws."

MOTION: Jan Rathburg

SECOND: Cheryl Gault

VOTE YEA: 4

VOTE NAY: 0

14. Student Liaison Report

DISCUSSION: None

15. DIRECTOR'S REPORT

DISCUSSION: None

15.1 Staff Reports

DISCUSSION: None

15.2 Library Statistics

DISCUSSION: None

16. CALENDAR REVIEW

DISCUSSION: October: Approve Final Budget
Director Evaluation
Board Evaluation
MLA Conference

17. PUBLIC COMMENT

18. ON HOLD

19. ITEMS FOR NEXT AGENDA

SUBJECT: Final Budget Approval

SUBJECT: Director's Evaluation

SUBJECT:

20. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 8:25pm

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: 4

VOTE NAY: 0

**Next Meeting: October 26, 2020
7:00 pm in the Virtual or Community Room**