

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting October 26, 2020 at 7:00 p.m.
304 South Street
Ortonville, MI 48462
Virtual Meeting

1. CALL TO ORDER

NAME: Verna Cole

TIME: 7:03 pm

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:

STATEMENT: "Motion to approve agenda as presented."

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: 6

VOTE NAY: 0

5. MINUTES

CHANGES: 13.1 DISCUSSION- Change "Ragland" to "Rathburg"

DATE: September 28, 2020

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

MOTION: Patricia Salter

SECOND: Jan Rathburg

VOTE YEA: 4

VOTE NAY: 0

*P.Burkett, T.Ragland Abstained

6. MINUTES

CHANGES:

DATE: October 2, 2020 Special Meeting

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

MOTION: Patricia Salter

SECOND: Pete Burkett

VOTE YEA: 6

VOTE NAY: 0

7. CALL TO AUDIENCE

DISCUSSION: None

8. FINANCIAL REPORT

8.4 Approve expenses paid for September 2020

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DATE: September 2020

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for September 2020 in the amount of \$90,146.05. "

MOTION: Patricia Salter
VOTE YEA: Roll Call-6

SECOND: Pete Burkett
VOTE NAY: 0

8.5 2021 Cost Center FINAL Budget

DISCUSSION: Rebecca was able to put \$55,000 into the Contingency account. Some Penal Fines and State Aid revenue was added as it is expected that we receive a portion of funds from the state. This increase was put into expense accounts: Staff and Board Expenses, and Technology cost centers.

STATEMENT: "Motion to approve the Cost Center Budget for 2021."

MOTION: Patricia Salter
VOTE YEA: Roll Call-6

SECOND: Jan Rathburg
VOTE NAY: 0

9. COMMUNICATION

DISCUSSION: None

10. UNFINISHED BUSINESS

10.1 Circulation Policy

DISCUSSION: The policy was updated so eligible minors need to be accompanied by parent, teacher, or legal guardian in order to obtain a library card.

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

MOTION: Pete Burkett
VOTE YEA: 6

SECOND: Patricia Salter
VOTE NAY: 0

11. NEW BUSINESS

11.1 PTO Rollover

DISCUSSION: For one time Rebecca and Kathleen would like to roll over their PTO into 2021. Rebecca currently has 80 hours and Kathleen has 108 hours.

STATEMENT: "Motion to approve rolling over up to 80 hours for Rebecca and 108 hours for Kathleen to be used by the end of 2021."

MOTION: Patricia Salter
VOTE YEA: 6

SECOND: Pete Burkett
VOTE NAY: 0

11.2 DRAFT Display and Community Information Space Policy

DISCUSSION: This policy establishes guidelines on the library accepting temporary public displays and the posting of community information. Rebecca is waiting for the attorney to provide an application the library will use to accept and approve temporary public displays.

STATEMENT: "Motion to approve the Display and Community Information Space Policy as presented."

MOTION: Jan Rathburg
VOTE YEA: 6

SECOND: Pete Burkett
VOTE NAY: 0

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11.3 DRAFT Patron Behavior Policy

DISCUSSION: On the advice of the attorney, the Patron Behavior Policy should provide clear rules and consequences for staff and patrons. This would replace the Ban and Bar Policy and Procedure, the Ban and Bar Matrix, and the Rules of Conduct. We need to rescind old policy in order to proceed with new policy.

STATEMENT: "Motion to rescind the Ban and Bar Policy and Procedure, the Ban and Bar Matrix, and the Rules of Conduct."

MOTION: Cheryl Gault
VOTE YEA: 6

SECOND: Pete Burkett
VOTE NAY: 0

STATEMENT: "Motion to approve the Patron Behavior Policy as presented."

MOTION: Patricia Salter
VOTE YEA: 6

SECOND: Pete Burkett
VOTE NAY: 0

11.4 MERS Defined Contribution Plan Addendum

DISCUSSION: The library was contacted by MERS rep John Waugh to clarify and revise current procedures. The first document gives authority to the position of Library "Director" to sign off on changes to the MERS account on behalf of the Library (page 47 of Packet).

STATEMENT: "Motion to approve the Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approval."

MOTION: Patricia Salter
VOTE YEA: 6

SECOND: Pete Burkett
VOTE NAY: 0

DISCUSSION: The MERS Defined Contribution Plan Adoption Agreement signifies that the two divisions the library's plan currently has will be merged into one division, and that the probationary period for new employees to become MERS members will now be 3 months instead of 12. This document does not need to be approved as the Library Director is now an Authorized Signatory (pages 48-55 of Packet).

The MERS Defined Contribution Plan Adoption Agreement Addendum is the original document sent to the Library by MERS and will be used now and in the future to verify the Plan's information. This will be Board Approved as required by the document (pages 56-61 of Packet).

STATEMENT: "Motion to approve the Defined Contribution Plan Adoption Agreement Addendum."

MOTION: Pete Burkett
VOTE YEA: 6

SECOND: Patricia Salter
VOTE NAY: 0

11.5 REVISED COVID-19 Preparedness and Response Plan

DISCUSSION: As revised by the attorney, the wording has been changed from "Governor's Executive Order" to "MIOSHA".

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

MOTION: Cheryl Gault
VOTE YEA: 6

SECOND: Patricia Salter
VOTE NAY: 0

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11.6 REVISED Reopening Policy and Plan

DISCUSSION: As a result of the Governor's Executive Orders being struck down in court, Rebecca has changed the wording to allow for any authorized government to establish orders; the hours have also been revised to reflect the recent change.

12. COMMITTEE REPORT

12.1 Professional Development (Cole, Rathburg)

DISCUSSION: None

12.2 Friends Liaison (Rathburg)

DISCUSSION: A book cart will be placed in the lobby for patrons to purchase used books. Staff will fill this and collect the money until a FOL cash box is purchased and installed. Book store will remain closed for the remainder of this year. Alan and Tina will retrieve boxes of books at the back door, prepared by staff, to try and sell online.

12.3 Student Liaison (Burkett, Salter)

DISCUSSION: A new proposal was put together by Shauna Quick and Grace Montreuil. They are doing an awesome job on this.

12.4 Advocacy (Cole, Salter, Gault)

DISCUSSION: Cheryl has been communicating with our reps, she is hoping for participation from some of the new trustees.

12.5 Budget and Fund Balance (Gault)

DISCUSSION: None

12.6 Evaluations (Ragland)

12.6.1 Director Annual Review

DISCUSSION: The trustee grades were very close to the director's self-evaluation grades. We are hoping to use the Director's proposed new grading system next year. Much appreciation was expressed for all that Rebecca has had to endure over the past year.

STATEMENT: "Motion to accept the Director Annual Review as presented."

MOTION: Cheryl Gault

SECOND: Patricia Salter

VOTE YEA: 6

VOTE NAY: 0

13. Student Liaison Report

DISCUSSION: Grace Montreuil discussed the use of the Junior Advisory Board as a means to get information to all students.

14. DIRECTOR'S REPORT

DISCUSSION: Parking lot WIFI is working very well.

14.1 Staff Reports

DISCUSSION:

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14.2 Library Statistics

DISCUSSION: Discussion as to Juvenile Attendance increasing 811%. This includes any and all virtual attendance.

15. CALENDAR REVIEW

DISCUSSION: November: Election of New Officers
Welcome to new trustees.

16. PUBLIC COMMENT

DISCUSSION: Special thank you to Patty and Pete who will be greatly missed!

17. ON HOLD

18. ITEMS FOR NEXT AGENDA

SUBJECT: Approve Board calendar for 2021.

SUBJECT:

SUBJECT:

19. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Pete Burkett

VOTE YEA: 6

TIME: 8:39pm

SECOND: Patricia Salter

VOTE NAY: 0

**Next Meeting: November 23, 2020 @ 7:00 pm
Virtual**