

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting November 23, 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: Cole

ABSENT W/ NOTICE

ABSENT

NAME: Gault

NAME: Hagen

NAME: Ragland

NAME: Rathburg

NAME: Wills

Student Liaison: Montreuil

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Tiffany Ragland

SECOND: Heather Wills

VOTE YEA: Unanimous

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: October 26, 2020

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

MOTION: Rathburg

SECOND: Ragland

VOTE YEA: 4

VOTE NAY: 0

*S.Hagen, H.Wills Abstained

6. MINUTES

CHANGES None

DATE: November 9, 2020 Special Meeting

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

MOTION: Ragland

SECOND: Rathburg

VOTE YEA: 4

VOTE NAY: 0

*S.Hagen, H.Wills Abstained

7. CALL TO AUDIENCE

DISCUSSION: None

8. ELECTION OF OFFICERS

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NOMINATION: T. Ragland for President (accepted)
NOMINATER: Verna Cole SECOND: Susan Hagan
NOMINATION: V. Cole for Vice President (accepted)
NOMINATER: Tiffany Ragland SECOND: Heather Wills
NOMINATION: C. Gault for Financial Officer (accepted)
NOMINATER: Tiffany Ragland SECOND: Janet Rathburg
NOMINATION: J. Rathburg for Secretary (accepted)
NOMINATER: Verna Cole SECOND: Heather Wills
STATEMENT: "Motion to approve the slate as presented."
MOTION: Janet Rathburg SECOND: Tiffany Ragland
VOTE YEA: Unanimous VOTE NAY: 0

9. FINANCIAL REPORT

8.4 Approve expenses paid for October 2020

DATE: October 2020

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for October 2020 in the amount of \$64,685.61."

MOTION: Heather Wills

SECOND: Susan Hagan

VOTE YEA: Roll Call;
Unanimous

VOTE NAY: 0

10. COMMUNICATION

DISCUSSION: None

11. UNFINISHED BUSINESS

11.1 REVISED Display and Community Information Space Policy

DISCUSSION: Higgerson presented the revisions to policy approved at last month's meeting.

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

MOTION: Cheryl Gault

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY: 0

12. NEW BUSINESS

12.1 Staff Recognition

DISCUSSION: The Staff Recognition Committee shared an email informing the Board of the results of a staff survey. The suggestion that part-time staff can earn 4 hours of PTO in recognition of their birthday needs further information. Board will review the Paid Time Off Policy before any further discussion takes place.

12.2 2021 Annual Calendar

DISCUSSION: The time for Board Meetings needs to be updated to 5pm on the fourth Tuesday of each month. This will be brought back for approval at the next meeting.

12.3 BENR 5 Sick Leave Policy

DISCUSSION: The Sick Leave policy was updated to include the definition of 'immediate family'.

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STATEMENT: "Motion to approve the changes to Sick Leave Policy."

MOTION: Janet Rathburg

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY: 0

12.4 BENR 6 Bereavement Leave Policy

DISCUSSION: The Bereavement Leave Policy was updated with a matching 'immediate family' definition to the Sick Leave Policy and with a leave allowance depending on the relationship to the employee.

STATEMENT: "Motion to approve the Bereavement Leave Policy."

MOTION: Heather Wills

SECOND: Susan Hagan

VOTE YEA: Unanimous

VOTE NAY: 0

12.5 Lighted Bollards

DISCUSSION: Present bollards are 20 years old and in bad condition; two have been removed after breaking. It is time we get new. Voss Lighting gave 2 different quotes based on type and quantity. Allied will also give us a bid. It is planned that this project will be completed with this fiscal year's budget. After the bids have come in, Rebecca and Kathleen will make the final style choice.

STATEMENT: "Motion to approve up to \$6500 for removal and replacement of six lighted bollards."

MOTION: Cheryl Gault

SECOND: Tiffany Ragland

VOTE YEA: Unanimous

VOTE NAY: 0

12.6 Staff pay during national emergency

DISCUSSION: FFCRA has required employers to pay quarantined employees during the pandemic. As of right now, after December 31, 2020 this will expire and there may be no pay for staff. Also the allowance for virtual Board Meetings will expire at the same time. Rebecca will contact the attorney for a possible policy change that will support the staff and allow virtual meetings to continue.

13. COMMITTEE REPORT

12.1 Reassign Committees

DISCUSSION: According to the Board By-Laws, the President is to make these assignments. President Ragland will discuss appointment with individual members and report back at next meeting.

13.2 Professional Development

DISCUSSION: This will cover Trustee Mentorship for new trustees. Cole and Rathburg will contact new members Wills and Hagen.

13.3 Friends Liaison

DISCUSSION: Rathburg shared that the FOL will finance up to \$600 for new A/V equipment to better our virtual programming and up to \$500 will be provided for new curbside signage.

13.4 Student Liaison

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DISCUSSION: Shauna Quick and Grace Montreuil continue to work on a Junior Advisory Board at the high school.

13.5 Advocacy

DISCUSSION: None

13.6 Budget and Fund Balance

DISCUSSION: None

13.7 Evaluations

DISCUSSION: None

14. Student Liaison Report

DISCUSSION: None.

15. DIRECTOR'S REPORT

DISCUSSION: Thank you to Rebecca for your continued dedication especially in this difficult year.

15.1 Staff Reports

DISCUSSION: As always, much appreciation for the wonderful work being done.

15.2 Library Statistics

DISCUSSION: On Hold

16. CALENDAR REVIEW

DISCUSSION: December: Fiscal Year ends; Strategic Plan update

17. PUBLIC COMMENT

18. ON HOLD

19. ITEMS FOR NEXT AGENDA

SUBJECT: PTO policy

SUBJECT: FFCRA

SUBJECT: Open Meetings Act

20. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Cheryl Gault

VOTE YEA: Unanimous

TIME: 8:38pm

SECOND: Heather Wills

VOTE NAY: 0

**Next Meeting: December 28, 2020 @ 7:00 pm
Virtual**