

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting January 26, 2021 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Virtual Meeting**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 5:00pm

## 2. PLEDGE

NAME: Kathleen

## 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: Heather Wills

SECOND: Tiffany Ragland

VOTE YEA: 6

VOTE NAY: 0

## 5. MINUTES

CHANGES: None

DATE: December 28, 2020

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

MOTION: Janet Rathburg

SECOND: Heather Wills

VOTE YEA: 6

VOTE NAY: 0

## 6. CALL TO AUDIENCE

DISCUSSION: None

## 7. FINANCIAL REPORT

8.4 Approve expenses paid for December 2020

DATE: December 2020

DISCUSSION: Salaries expenses are larger than in November because there are two regular pay dates and one full accrued payroll and half of the first pay period of 2021.

STATEMENT: "Motion to approve the expenses paid for December 2020 in the amount of \$94,445.19."

MOTION: Janet Rathburg

SECOND: Tiffany Ragland

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VOTE YEA: Roll Call; 6

VOTE NAY: 0

## 8. COMMUNICATION None

## 9. UNFINISHED BUSINESS

### 9.1 Commit to Strategic Plan assignments

9.1.1 Implement Board training (1.2): Cole, Higgerson, Rathburg

9.1.2 Develop recruitment program for trustees (1.3): Ragland, Wills

9.1.3 Establish a Junior Advisory Board (1.4): Hagen, Montreuil, Quick

9.1.4 Implement formal advocacy program in conjunction with library staff (1.5): Wills, Quick

DISCUSSION: Committees assigned by Ragland. Advocacy program will be put on hold until pandemic is handled and more advocacy channels will be open to us.

## 10. NEW BUSINESS

### 10.1 Ad-hoc By-Laws Committee

DISCUSSION: Gault has been working on bylaws for a while. Cole and Hagen were assigned to the ad-hoc committee. Gault will set up a time to meet.

### 10.2 Parking Lot Bids

DISCUSSION: The biggest ticket item on the library's Capital Replacement schedule is our parking lot. After a comparison of three companies as to the price of soil boring and assessment, one company was chosen that has also done work for the township and for the Clarkston Independence District Library.

STATEMENT: "Motion to approve the bid from Hubbell, Roth & Clark, INC. for \$2600.00 for the soil boring and assessment."

MOTION: Cheryl Gault

SECOND: Tiffany Ragland

VOTE YEA:6

VOTE NAY: 0

### 10.3 Village Council Rebrand report

DISCUSSION: The Village of Ortonville is reviewing its options as to a cohesive brand for the community. The Library Board will wait to see what the Village decides to do before making a decision about joining the process.

## 11. COMMITTEE REPORT

### 11.1 Professional Development (Cole)

DISCUSSION: Initial zoom meeting with the new trustees went well.

### 11.2 Friends Liaison (Rathburg)

DISCUSSION: Higgerson will be giving the FOL a timeline to begin accepting donations and reopening the book store. A new treasurer was voted in at the last meeting.

### 11.3 Student Liaison (Hagen)

DISCUSSION: None

### 11.4 Advocacy (Wills)

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DISCUSSION: On hold. Wills attended a webinar.

### 11.5 Budget and Fund Balance (Gault)

DISCUSSION: No update. Higgerson and Rocheleau are working with the auditors currently. Generally, we are financially healthy.

### 11.6 Evaluations (Ragland)

DISCUSSION: None

## 12. DIRECTOR'S REPORT

DISCUSSION: The library reopened on Friday, January 22 to 30% occupancy. All staff has well exceed 12 hours of professional development requirement for 2020. However, there was a glitch in the document and the exact numbers were lost.

### 12.1 Staff Reports

DISCUSSION: As always there is so much happening and we are so appreciative of all they do!

### 12.2 Library Statistics

DISCUSSION: Shauna Quick is in the process of writing definitions on how the statistics are electronically compiled.

## 13. CALENDAR REVIEW

DISCUSSION: February: Review Board By-Laws; Begin Audit Process

## 14. PUBLIC COMMENT None

## 15. ON HOLD

## 16. ITEMS FOR NEXT AGENDA

SUBJECT: Fire alarm system

SUBJECT:

SUBJECT:

## 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Heather Wills

VOTE YEA:6

TIME: 6:03 pm

SECOND: Susan Hagen

VOTE NAY: 0

**Next Meeting: February 23, 2021  
5:00 pm Virtual**