

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting February 23, 2021 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Virtual Meeting**

## 1. CALL TO ORDER

NAME: Cole

TIME: 5:04PM

## 2. PLEDGE

NAME: Recording

## 3. ROLL CALL

NAME: Cole

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Gault

NAME: Hagen\*

NAME: Ragland\*\*

NAME: Rathburg

NAME: Wills

Student Liaison: Montreuil

\*Hagen arrived late at 5:06PM

\*\*Ragland Left early at 5:43PM

## 4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Gault

SECOND: Ragland

VOTE YEA: 5

VOTE NAY: 0

## 5. MINUTES

CHANGES: None

DATE: January 26, 2021

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

MOTION: Rathburg

SECOND: Ragland

VOTE YEA: 5

VOTE NAY: 0

## 6. CALL TO AUDIENCE

DISCUSSION: None

## 7. FINANCIAL REPORT

8.4 Approve expenses paid for January 2021

DATE: January 2021

DISCUSSION: Balance sheet is considered a draft until after audit and proposed adjustments.

STATEMENT: "Motion to approve the expenses paid for January 2021 in the amount of \$68,748.01."

MOTION: Rathburg

SECOND: Hagen

VOTE YEA: Roll Call; 5

VOTE NAY: 0

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## 8. COMMUNICATION

DISCUSSION: None

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 Salary Survey

DISCUSSION: The Director will begin looking into possibly having a professional Salary Survey done next year.

### 10.2 Director's Compensation

DISCUSSION:

STATEMENT: "Motion to approve going into closed session to discuss Director's compensation."

TIME: 5:12PM

MOTION: Gault

VOTE YEA:5

SECOND: Ragland

VOTE NAY:0

STATEMENT: "Motion to close the closed session and reconvene Board Meeting."

TIME: 5:21PM

MOTION: Gault

VOTE YEA: 5

SECOND: Rathburg

VOTE NAY: 0

STATEMENT: "Motion to approve increasing the Director's compensation to Step 10 on the pay grade scale retroactively as of Pay Period 1 of 2021."

MOTION: Gault

VOTE YEA: Roll Call; 5

SECOND: Hagen

VOTE NAY: 0

### 10.3 REVISED GEN 4 Hiring Policy and GEN 4 Hiring Guidelines

DISCUSSION: Proposed changes are: the inclusion of other job posting locations online to widen the pool of applicants; and removing the section stating the need for Board approval for new hires. The Board will only approve new positions. This will expedite the hiring process as staffing needs may dictate.

STATEMENT: "Motion to approve the revised GEN 4 Hiring Policy and GEN 4 Hiring Guidelines as presented."

MOTION: Rathburg

VOTE YEA: 5

SECOND: Hagen

VOTE NAY: 0

### 10.4 REVISED BENR 4 Paid Time Off Policy and BENR 5 Sick Leave Policy

DISCUSSION: The requested 4 hours of additional PTO for Part-Time staff has been included into BENR 4.

Both policies have been updated that the bank of time for each employee will be available as of the first pay period of the New Year and that any leave must be used by the end of the last pay period of the year; this replaces the previous timeline of calendar year.

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Both policies have an additional section regarding promotional employees, their years of service, and leave banks.

STATEMENT: "Motion to approve the revised BENR 4 Paid Time Off Policy and BENR 5 Sick Leave Policy as presented."

MOTION: Gault  
VOTE YEA: 5

SECOND: Rathurg  
VOTE NAY: 0

### 11. COMMITTEE REPORT

#### 11.1 Professional Development (Cole)

DISCUSSION: A second session for new trustees will be scheduled.

#### 11.2 Friends Liaison (Rathburg)

DISCUSSION: Volunteers began coming in February 22. Book store can open March 1. Staff will not handle donations, only FOL members.

#### 11.3 Student Liaison (Hagen)

DISCUSSION: Advertising for new student liaisons.

#### 11.4 Advocacy (Wills)

DISCUSSION: None

#### 11.5 Budget and Fund Balance (Gault)

DISCUSSION: Audit is being worked on and is the main focus at this time.

#### 11.6 Evaluations (Ragland)

DISCUSSION: None

#### 11.7 Ad-Hoc By-Laws Committee

##### 11.7.1 REVISED By-Laws

DISCUSSION: Praise for all the hard work done by the committee. By-laws will be brought back next month for approval.

### 12. DIRECTOR'S REPORT

DISCUSSION: Thank you for all. Especially during the pandemic.

#### 12.1 Staff Reports

DISCUSSION: So much being accomplished. Much appraisal for the recent activity brochure.

#### 12.2 Library Statistics

DISCUSSION: Shauna worked hard on this and provided definitions for each statistic to ensure that the correct number is being counted. This sheet is used for the State Aid report and accurate numbers help determine funding. Kudos to Jesse for compiling each month.

### 13. CALENDAR REVIEW

DISCUSSION: March: Strategic Plan Update

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### 14. PUBLIC COMMENT

### 15. ON HOLD

### 16. ITEMS FOR NEXT AGENDA

SUBJECT:

SUBJECT:

SUBJECT:

### 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Gault

VOTE YEA: 5

TIME: 5:50PM

SECOND: Hagen

VOTE NAY: 0

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