

# MINUTES

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

## 1. CALL TO ORDER

NAME: Cole

TIME: 5:03 pm

## 2. PLEDGE

NAME: Rathburg

## 3. ROLL CALL

NAME: Cole

### ABSENT W/ NOTICE

### ABSENT

NAME: Gault

NAME: Hagen

NAME: Ragland

NAME: Rathburg

NAME: Wills\*

Student Liaison: Montreuil

\*Wills arrived late at 5:16PM

## 4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Gault

SECOND: Hagen

VOTE YEA:5

VOTE NAY:0

## 5. MINUTES

CHANGES: None

DATE: February 23, 2021

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

MOTION: Gault

SECOND: Rathburg

VOTE YEA:5

VOTE NAY:0

## 6. CALL TO AUDIENCE

DISCUSSION: Welcome to Paige Greer, new Library Associate in Adult Services

## 7. FINANCIAL REPORT

8.4 Approve expenses paid for February 2021

DATE: February 2021

DISCUSSION: There was a question about the higher number in the Office Supplies cost center. This was clarified as a 2020 expense that was paid in 2021.

STATEMENT: "Motion to approve the expenses paid for February 2021 in the amount of \$68,979.06."

MOTION: Rathburg

SECOND: Ragland

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VOTE YEA: Roll Call:  
Cole, Gault, Hagen,  
Ragland, Rathburg

VOTE NAY: 0

## 8. COMMUNICATION None

## 9. UNFINISHED BUSINESS None

## 10. NEW BUSINESS

### 10.1 Parking Lot Report

DISCUSSION: Clearer estimates needed from Hubbell, Roth, & Clark, Inc (HRC). for their engineering, construction observation, and RFP creation costs. We will move forward with this project and plan to finish all at one time (instead of in phases). If the HRC cost estimate is over \$7500, a special Board Meeting will be held to discuss this further.

STATEMENT: "Motion to approve moving forward with HRC issuing and reviewing an RFP with quote not to exceed \$7,500 and based on completing the project in one phase."

MOTION: Gault  
VOTE YEA: 6

SECOND: Hagen  
VOTE NAY: 0

### 10.2 Oakland Press article, 3/5/21, "Over 2k businesses join COVID safety program" by Mark Cabot

DISCUSSION: Rathburg presented the article. Kudos to the Director and entire staff.

### 10.3 National Library Week assignments

- 10.3.1 Sunday, April 4 – Kick-off (Tiffany)
- 10.3.2 Monday, April 5 – Top Ten Frequently Challenged Books of 2020 (Susan)
- 10.3.3 Tuesday, April 6 – National Library Workers Day (Verna)
- 10.3.4 Wednesday, April 7 – National Library Outreach Day (Jan)
- 10.3.5 Thursday, April 8 – Take Action for Libraries Day (Heather)
- 10.3.6 Friday, April 9 – Financial picture for the library (Cheryl)
- 10.3.7 Saturday, April 10 – Overall thank you to Board, FOL, and Staff (Rebecca)

DISCUSSION: All trustees agreed to work directly with Paige Greer in creating social media posts celebrating the library and staff in the above topics.

## 11. STRATEGIC PLAN UPDATE- Addendum 1

DISCUSSION: Tremendous amount of accomplishments! Kudos to all, especially Shauna.

## 12. COMMITTEE REPORT

### 12.1 Professional Development (Cole)

DISCUSSION: Second meeting for Cole, Rathburg, Hagen, and Wills. Focus was on finances.

### 12.2 Friends Liaison (Rathburg)

DISCUSSION: Book store is open and getting busy. Cash box is working well.

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### 12.3 Student Liaison (Hagen)

DISCUSSION: There was one applicant. Further ideas of reaching out to the community will be looked into.

### 12.4 Advocacy (Wills)

DISCUSSION: A \$5 billion bill is in the legislature. If it passes, money will go to library infrastructure. Brandon does not meet many of the qualifications.

### 12.5 Budget and Fund Balance (Gault)

DISCUSSION: We are waiting on the audit.

### 12.6 Evaluations (Ragland)

DISCUSSION: None

### 12.7 Ad-Hoc By-Laws Committee

#### 12.7.1 REVISED By-Laws

DISCUSSION: Revision, as proposed in February, looks good.

MOTION: Wills

SECOND: Ragland

VOTE YEA:6

VOTE NAY: 0

## 13. DIRECTOR'S REPORT

DISCUSSION: FFCRA paid sick leave ends on March 31, 2021. The allowance for Virtual Board Meeting also ends at that time, but we are waiting to see if there is an extension. If not, we will go back to in-person board meetings.

### 13.1 Staff Reports

DISCUSSION: New bollards are in and beautiful. Mrs. Poole's kindergarten has had great two-way communication with the staff.

### 13.2 Library Statistics

DISCUSSION: Great report.

## 14. CALENDAR REVIEW

DISCUSSION: April: National Library Week  
Approve Audit  
Begin Evaluation of Library

## 15. PUBLIC COMMENT None

## 16. ON HOLD

## 17. ITEMS FOR NEXT AGENDA

SUBJECT: Quote on Fire Suppression System

SUBJECT:

SUBJECT:

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### 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: Gault

VOTE YEA: 6

TIME: 6:28 pm

SECOND: Wills

VOTE NAY: 0

**Next Meeting: April 27, 2021  
5:00 pm LOCATION: TBD**