

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting April 27, 2021 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Hybrid Virtual/In Person Meeting
Community Room

1. CALL TO ORDER

NAME: V. Cole

TIME: 5:06PM

2. PLEDGE

3. ROLL CALL

NAME: Cole

ABSENT W/ NOTICE

ABSENT

NAME: Gault

NAME: Hagen

NAME: Ragland*

NAME: Rathburg*

NAME: Wills

Student Liaison: Montreuil

*Attended virtually

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 6

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: March 23, 2021

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

MOTION: H. Wills

SECOND: C. Gault

VOTE YEA: 6

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION:

7. FINANCIAL REPORT

7.1 Approve 2020 Audit (Addendum 1)

DISCUSSION: The audit was virtually presented by Neil Hammerbacher from Gabridge & Company filling in for our regular auditor Andrew Wilcoxon who was unable to attend. The Board asked the following questions:

- Pg 6 – Under the "Current Assets", what falls under the "Other Receivables" category?

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- Pg 6, first paragraph under chart, first sentence – in the parenthesis could it read “library materials” instead of just “books”?
- Pg 23, Note 3: Last year there was a section about Interest Rate Risk but it isn’t in there this year. Just wondering why.
- Pg 23, **Credit Risk**, last sentence – Wouldn’t these ratings match Oakland County’s rates?

The audit will be approved providing these questions are answered through email after the meeting.

STATEMENT: “Motion to approve the 2020 Audit contingent on the changes and answered questions as discussed by the Board.”

MOTION: H. Wills

SECOND: S. Hagen

VOTE YEA: Roll Call; 6

VOTE NAY: 0

7.4 Approve expenses paid for March 2021

DATE: March 2021

DISCUSSION: Some clarification was asked for regarding the Check Register and the Oxford bank deposits. C. Gault explained it was to keep the account in balance.

STATEMENT: “Motion to approve the expenses paid for March 2021 in the amount of \$73,519.41.”

MOTION: H. Wills

SECOND: V. Cole

VOTE YEA: Roll Call; 6

VOTE NAY: 0

8. COMMUNICATION

9. UNFINISHED BUSINESS

9.1 Parking Lot

DISCUSSION: The Library has received an estimate from Hubbell, Roth & Clark, Inc. for creating an RPF and supervision of the work at a cost of \$45,000+. Rebecca and C. Gault plan to create a comprehensive list and reach out to other companies for competitive quotes.

STATEMENT: “Motion to rescind the motion made at the March 23, 2021 meeting regarding the parking lot project and to table it for future study.”

MOTION: C. Gault

SECOND: S. Hagen

VOTE YEA: Roll Call; 6

VOTE NAY: 0

9.2 Fire and Security Alarm Systems

DISCUSSION: Rebecca and Kathleen are working on this but have nothing to report at this time.

10. NEW BUSINESS

10.1 Confidentiality Policy

DISCUSSION: This attorney written policy is to help staff in understanding and applying the updates to the Privacy Act.

STATEMENT: “Motion to approve the Confidentiality Policy as presented.”

MOTION: H. Wills

SECOND: C. Gault

VOTE YEA: 6

VOTE NAY: 0

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10.2 Security Camera Policy

DISCUSSION: The Library currently has three outdoor cameras and this policy will apply to all three, plus any future cameras the Library may install indoors or out.

STATEMENT: "Motion to approve the Security Camera Policy as presented."

MOTION: S. Hagen

SECOND: H. Wills

VOTE YEA: 6

VOTE NAY: 0

11. COMMITTEE REPORT

11.1 Professional Development (Cole)

DISCUSSION: V. Cole and J. Rathburg have continued working with S. Hagen and H. Wills for Board Trustee training through United for Libraries.

11.2 Friends Liaison (Rathburg)

DISCUSSION: The FOL plan to have a Teacher Appreciation Sale day sometime in the near future. The date is still TBD.

11.3 Student Liaison (Hagen)

DISCUSSION: The Board welcomed sophomore liaison Claire Martin. She will be attending the meetings from now on.

11.4 Advocacy (Wills)

DISCUSSION: The Michigan Library Association has asked library supporters to contact their representatives to oppose a bill that that would limit the number of elections per year. Traditionally, many library millages are on the ballot in those additional elections.

11.5 Budget and Fund Balance (Gault)

DISCUSSION: None.

11.6 Evaluations (Ragland)

DISCUSSION:

11.6.1 Library Staff Feedback

DISCUSSION: The committee of T. Ragland, V. Cole, and Shauna Quick will be meeting to create an evaluation whereby Library staff comment on the state of the library. This results will be reviewed by the Board and presented at the June 2021 Board meeting.

12. DIRECTOR'S REPORT

DISCUSSION: None

12.1 Staff Reports

DISCUSSION: "It's not just what we read about what you do each month, but also in how you do it." The Board was amazed in all that staff do and the credit that they give each other. The staff has great teamwork!

12.2 Library Statistics

DISCUSSION: None

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13. CALENDAR REVIEW

DISCUSSION: May: Annual Report (this may be moved to a later date)

14. PUBLIC COMMENT

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: Fund Balance- Put some into "Restricted Funds"

SUBJECT:

SUBJECT:

17. ADJOURN

STATEMENT: "Motion to Adjourn."

TIME: 6:26PM

MOTION: C. Gault

SECOND: S. Hagen

VOTE YEA: 6

VOTE NAY: 0

Next Meeting: May 25, 2021 @ 5:00 pm
LOCATION: Community Room and Virtual