

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting May 25, 2021 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

NAME: V. Cole

TIME: 5:09PM

2. PLEDGE

3. ROLL CALL

	PRESENT	ABSENT W/ NOTICE	ABSENT
NAME: Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Gault*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Hagen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Ragland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: Rathburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Wills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Liaison: Montreuil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Gault arrived late at 5:15PM

4. AGENDA

CHANGES: Addition of *10.3 Pop-up Vaccine Site*

STATEMENT: "Motion to approve agenda as Revised."

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE YEA: 4

VOTE NAY: 0

5. MINUTES

CHANGES:

DATE: April 27, 2021

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

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 4

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: Introduction of new part-time Library Associate, Andrew Puente. He will be working in the Youth Dept.

7. FINANCIAL REPORT

8.4 Approve expenses paid for April 2021

DATE: April 2021

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for April 2021 in the amount of \$70,529.24."

MOTION: J. Rathburg

SECOND: H. Wills

VOTE YEA: Roll Call; 5

VOTE NAY: 0

8. COMMUNICATION

MINUTES

9. UNFINISHED BUSINESS

9.1 Fire and Security Alarm Systems

DISCUSSION: Working with Thumb Alarm Company, the Library's outdated fire and security panels will be replaced in early June. With this update, remote monitoring will be enabled and the library will be able to remove the landline service from our Spectrum account. In the long term, the new system will provide a cost savings.

10. NEW BUSINESS

10.1 Credit Card

DISCUSSION: C. Gault provided information regarding a municipality credit card for the Library that does not require any personal guarantee/assets. 2 cards will be applied for with Director R. Higgerson as Authorized Officer and Kathleen Rocheleau as an additional user.

STATEMENT: "Motion to approve the credit card application with a limit of \$5,000 per month and name director Rebecca Higgerson as the primary authorized officer of the account."

MOTION: J. Rathburg

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

10.2 REVISED COVID-19 Preparedness and Response Plan

DISCUSSION: The only update was to replace M. Stohrer as a designated supervisor with P. Greer. MIOSHA still requires businesses to have this plan in place.

STATEMENT: "Motion to approve the revised COVID-19 Preparedness and Response Plan as presented."

MOTION: C. Gault

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

10.3 Pop-Up Vaccine Site

DISCUSSION: Marci Wieggers, Emergency Preparedness Coordinator for the Oakland County Health Division, reached out to the Library to become a two-day pop-up COVID-19 vaccine site (June 16 10am-4pm for shot 1; July 7 10am-4pm for shot 2). The Brandon Middle School will also be a host site for the area.

STATEMENT: "Motion to allow the Library to be a pop-up vaccine site for one day in June and July of this year"

MOTION: J. Rathburg

SECOND: V. Cole

VOTE YEA: 2

VOTE NAY: 3

DISCUSSION: The opposing Board members of the above motion questions the Library's liability if something should happen to a vaccine recipient.

STATEMENT: "Motion to allow the Library to be a pop-up vaccine site for one day in June and July of this year, subject to the review of liability with the attorney."

MOTION: C. Gault

SECOND: V. Cole

VOTE YEA: 4

VOTE NAY: 1

MINUTES

11. COMMITTEE REPORT

11.1 Professional Development (Cole)

DISCUSSION: J. Rathburg and V. Cole are continuing to meet with new trustees, S. Hagen and H. Wills, to review the training tools available to trustees.

11.2 Friends Liaison (Rathburg)

DISCUSSION: The next FOL meeting is in June. Fran Hotchkiss will be the new FOL Liaison for the Library.

11.3 Student Liaison (Hagen)

DISCUSSION: S. Hagen, R. Higgerson, and Shauna Quick are working together to possibly change the direction of Strategic Plan Objective 1.4, "Establish a Junior Advisory Board", due to lack of student participants. F. Hotchkiss and student liaison Claire Martin will work on a plan to regularly survey younger patrons as library advisors.

11.4 Advocacy (Wills)

DISCUSSION: H. Wills discussed that House Bill 4530-33 is in the Senate and asks that the Board sends a letter to Rep. Ruth Johnson asking her to oppose this bill as it may harm future funding to all libraries.

11.5 Budget and Fund Balance (Gault)

DISCUSSION: T. Ragland, C. Gault, and H. Wills will meet with R. Higgerson and K. Rocheleau in early July for a first draft review of the 2022 budget.

11.6 Evaluations (Ragland)

DISCUSSION:

11.6.1 Library Staff Feedback

DISCUSSION: T. Ragland and V. Cole will begin work on this in June and will bring the results to the July Board meeting.

12. DIRECTOR'S REPORT

DISCUSSION:

12.1 Staff Reports

DISCUSSION: Board was really appreciative of all the different projects and plans each staff member presented. The new website design was also complimented.

12.2 Library Statistics

DISCUSSION:

13. CALENDAR REVIEW

DISCUSSION: June: Strategic Plan Update

Complete Evaluation of Library – this will be moved to July
Staff Appreciation Breakfast – on hold until further notice

MINUTES

14. PUBLIC COMMENT

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: Review of Robert's Rules of Order

SUBJECT: Video Recording of Board Meetings

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: J. Rathburg

VOTE YEA: 5

TIME: 6:09pm

SECOND: S. Hagen

VOTE NAY: 0

**Next Meeting:
June 22, 2021 @ 5:00 pm
Community Room**