

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting June 22, 2021 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

## 1. CALL TO ORDER

NAME: V. Cole

TIME: 5:00PM

## 2. PLEDGE

## 3. ROLL CALL

	<b>PRESENT</b>	<b>ABSENT W/ NOTICE</b>	<b>ABSENT</b>
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"/>

## 4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda as presented."

MOTION: J. Rathburg

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY:

## 5. MINUTES

CHANGES: #3 ROLL CALL- Student Liaison: Montreuil was marked as both Present and Absent with Notice. Remove the mark for Present.

DATE: April 27, 2021

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

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY:

## 6. CALL TO AUDIENCE

DISCUSSION: Three members of the community were in attendance. They were informed of the public comment policy. Each introduced themselves but had no comment to make regarding an agenda item.

## 7. FINANCIAL REPORT

8.4 Approve expenses paid for May 2021

DATE: May 2021

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for May 2021 in the amount of \$78,555.93"

MOTION: H. Wills

SECOND: S. Hagen

VOTE YEA: Roll Call; 5

VOTE NAY:

## 8. COMMUNICATION

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## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 Laptop Use Policy

DISCUSSION: A Chromebook was purchased with an LSTA grant for patrons to check out. The Policy and Agreement were provided by the Library Attorney.

There were questions from the Board about section I.A. and I.C. on the policy regarding possible household sharing of the laptop when checked out by parents for their children. The Board would like R. Higgerson to ask the attorney to clarify language: (I.A.) "Borrowers may not check out laptops for anyone else to use" and (I.C.) "...or in the care of another library user."

STATEMENT: "Motion to approve the Laptop Use Policy and the Laptop Borrower Agreement with any recommendations made by the attorney based on the discussion by the Board."

MOTION: C. Gault  
VOTE YEA: 5

SECOND: S. Hagen  
VOTE NAY:

### 10.2 Laptop Borrower Agreement

DISCUSSION: See 10.1 Laptop Use Policy for Discussion and Statement

### 10.3 Video Recording of Library Board Meetings

DISCUSSION: Subject was raised by S. Hagen and H. Wills. In an effort to match the local governments and to be available to community who cannot attend meetings, they proposed recording the meetings for later viewing.

In anticipation of the June agenda item, R. Higgerson contacted Greg Normand, Station Coordinator of OTV Channel 189. They can record the meetings for free and will post them on the OTV website for community viewing afterwards. The meetings will not be aired live. Staff is unsure if the videos can be hosted on the Library website. Further research is needed.

STATEMENT: "Motion to approve video recording of Library Board Meetings with OTV at no cost to the Library."

MOTION: S. Hagen  
VOTE YEA: 5

SECOND: H. Wills  
VOTE NAY:

### 10.4 Review of Robert's Rules of Order

DISCUSSION: S. Hagen referred to a section of *Robert's Rules of Order: In Brief* that stated, the "chair rarely votes"; the "chair" being the Board President. She reasons then that the President should not vote on any Board matters except to break a tie.

C. Gault and V. Cole referred the Board to the *Open Meetings Act Handbook*, written by Attorney General Dana Nessel. The handbook states that, "all board members may vote on any matter coming before a board. A board's presiding officer can't vote on a motion and then, if the vote is tied, vote to break the tie unless explicitly authorized by law."

### 10.5 Review of WORK 4 Grievance Form and Policy

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DISCUSSION: The following questions were raised by S. Hagen and H. Wills and answers were provided by remaining Board members and R. Higgerson

- In relation to Step 3, will all Board members be receiving a copy of the completed Grievance Form from the employee? – It is the employee's choice if only the Board President reads it or if they would like to share it with that whole Board.
- In Step 4, how does the Board respond to a Grievance?- The Board responds in writing on the Grievance Form following the hearing with the Board.
- Do the employees have ready access to this policy/form?- Yes, every staff member has access to this in the Personnel Policies and Guidelines Manual. Every employee also signs an Acknowledgment Form (GEN-1) stating they have been given access to the manual.
- Do the employees have to follow each step or can they skip steps?- Yes, the employee should follow each step as presented.

## **11. STRATEGIC PLAN UPDATE- ADDENDUM 1**

DISCUSSION: This will be discussed further at the July Board Meeting.

## **12. COMMITTEE REPORT**

### 12.1 Professional Development (Cole)

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

### 12.2 Friends Liaison (Rathburg)

DISCUSSION: The FOL are meeting every other month. The donated books are no longer being quarantined. The FOL are ordering four graphic signs to move around town to advertise their book store/sales. Book sales, both in-person and online, are averaging \$500 a month.

### 12.3 Student Liaison (Hagen)

DISCUSSION: R. Higgerson met with new Liaison Claire Martin for training. She will officially begin her role in September. S. Hagen will report on the progress Fran Hotchkiss and C. Martin make on creating a Junior Advisory Board, which will directly ask community youth what they would like to see/do/etc.

### 12.4 Advocacy (Wills)

DISCUSSION: Bill 4530-33 is to go to the senate tomorrow, June 23, 2021.

### 12.5 Budget and Fund Balance (Gault)

DISCUSSION: The committee is getting a better idea of the fund balance budget needed for the parking lot replacement. A meeting will take place in early/mid-July to go over the first draft of the proposed 2022 Budget.

### 12.6 Evaluations (Ragland)

#### 12.6.1 Library Staff Feedback

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DISCUSSION: The goal of the staff evaluation is to "evaluate your satisfaction of current employment." The two-question form will be sent out to all staff and the Board President will compile and summarize all the answers to report back to the Board at the July meeting.

### 13. DIRECTOR'S REPORT

DISCUSSION: R. Higgerson highlighted a few items: the beautiful garden brought to life by the hard work of Sara Ault and Denise Giangrande, the two grants opportunities that are available through the Library of Michigan, and the present and future protection from ransomware.

#### 13.1 Staff Reports

DISCUSSION: Among many other compliments, the Board was unrestrained in its praise for the great start to the Summer Reading Program. Thanks to the staff for all your hard work!

#### 13.2 Library Statistics

DISCUSSION: None

### 14. CALENDAR REVIEW

DISCUSSION: July: Begin Budget Plan

### 15. PUBLIC COMMENT

- **A. Nanu**- raised concern about a children's picture book on display in 2019 that she did not want her children to view. She then asked questions regarding the materials selection process for the Library. The Board will send a written response to her.
- **J. Taylor**- thanked the Library and Board for its transparency and engaging the community. He also requests that the agenda and/or Board meeting packet be available on the Library's website for review.
- **T. Foster**- thanked the Board for agreeing to record the meetings for later viewing. She also praised the library for its new ideas and providing a safe place for all.

### 16. ON HOLD

### 17. ITEMS FOR NEXT AGENDA

SUBJECT: Strategic Plan Update

SUBJECT: Budget

SUBJECT: Staff Evaluations review

### 18. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 5

TIME: 6:10 PM

SECOND: S. Hagen

VOTE NAY:

**Next Meeting:  
July 27, 2021 5:00 pm  
Community Room**