

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting July 27, 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 checked="" type="checkbox"/>	<input 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: C. Gault

SECOND: S. Hagen

VOTE YEA: 6

VOTE NAY:

## 5. MINUTES

CHANGES:

DATE: June 22, 2021

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

MOTION: J. Rathburg

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY:

\*T. Ragland Abstained

## 6. CALL TO AUDIENCE

DISCUSSION: No Comment

## 7. FINANCIAL REPORT

7.4 Approve expenses paid for June 2021

DATE: June 2021

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for June 2021 in the amount of \$110,049.28"

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: Roll Call; 6

VOTE NAY:

7.5 DRAFT 2022 Line Item Budget

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DISCUSSION: This first Draft Budget was presented by R. Higerson. The Budget Committee met and reviewed the budget as well. C. Gault spoke with Joe Hamlin from the Library of Michigan to compare budgeting percentages with other libraries throughout the state. In comparison, the 2022 budget has a lower percentage in Staffing but is on average in Operating and Materials.

## 8. COMMUNICATION

### 8.1 From Patron, A. Nanu

DISCUSSION: Email response to the patron regarding concern from June 22, 2021 Board Meeting and a request for further information from the patron.

## 9. UNFINISHED BUSINESS

### 9.1 Strategic Plan Board Objectives

DISCUSSION: H. Wills asks for clarification in Trustee involvement in Strategic Plan Goal 1 and what needs to occur to achieve these objectives. R. Higerson responds that Objective 1.2 needs procedure approval, Objective 1.5 needs the procedure documented and shared to staff and Board, and other objectives are still in progress.

## 10. NEW BUSINESS

### 10.1 Rescind COVID-19 Preparedness and Response Plan

DISCUSSION: At the end of June, the Michigan Department of Health and Human Services (MDHHS) rescinded the orders for a COVID-19 Preparedness and Response Plan and COVID-19 Reopening Policy and Plan for businesses. As both documents were Board approved the Board must also approve their rescission.

STATEMENT: "Motion to rescind the COVID-19 Preparedness and Response Plan and COVID-19 Reopening Policy and Plan."

MOTION: C. Gault

SECOND: J. Rathburg

VOTE YEA: 6

VOTE NAY:

### 10.2 Rescind COVID-19 Reopening Policy and Plan

DISCUSSION: See 10.1 above

STATEMENT:

MOTION:

SECOND:

VOTE YEA:

VOTE NAY:

### 10.3 Parking Lot RFP- recent bid

DISCUSSION: Earlier this year, a boring was taken from the parking lot to determine the integrity of the foundation. A project estimate was provided with additional engineering costs from Hubbell, Roth & Clark, Inc. Consulting Engineers (HRC) in March 2021. C. Gault reached out to Allied Construction to request a proposal. The proposal shows what can be done without extensive engineering costs. H. Wills expressed some concern about the longevity of the parking lot without the engineering supervision.

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Using the Allied Construction proposal and the HRC project estimate, a committee of C. Gault, R. Higgerson, K. Rocheleau, and H. Wills will create a Request for Proposal (RFP) based on the needs of replacing the parking lot.

STATEMENT: "Motion to approve the writing of an RFP for the parking lot reconstruction."

MOTION: T. Ragland  
VOTE YEA: 6

SECOND: S. Hagen  
VOTE NAY:

### 10.4 REVISED GEN-1 Employee Acknowledgement Form

DISCUSSION: The suggested revisions are giving "electronic" access to the Policies manual to staff, removing the identifying section of who provided the form, and, on the recommendation of the Library attorney, the addition of section 6.

Board addition in last sentence of first paragraph is to include "administration" in whom to go to for questions.

STATEMENT: "Motion to approve the revised GEN-1 Employee Acknowledgement Form as revised."

MOTION: C. Gault  
VOTE YEA: 6

SECOND: T. Ragland  
VOTE NAY:

### 10.5 2020 Annual Report

DISCUSSION: C. Gault worked with Shauna Quick and Paige Greer to create a one page annual report with an overview of user and collection statistics, revenues and expenditures, and COVID-19 services. V. Cole asked if we could include the report in the Library Newsletter or in the local newspaper.

STATEMENT: "Motion to accept the 2020 Annual Report."

MOTION: J. Rathburg  
VOTE YEA: 6

SECOND: H. Wills  
VOTE NAY:

## 11. COMMITTEE REPORT

### 11.1 Professional Development (Cole)

DISCUSSION: V. Cole and J. Rathburg completed the training list for H. Wills and S. Hagen. The list is to be submitted for Strategic Plan Objective 1.2.

### 11.2 Friends Liaison (Rathburg)

DISCUSSION: No FOL meeting was held this month. Will meet in August.

### 11.3 Student Liaison (Hagen)

DISCUSSION: There is a new applicant for a senior Student Liaison. The committee will plan to meet to discuss future plans including: opening the Junior Advisory Board to younger students, reviewing the Strategic Plan objectives related to this, and advertisement possibilities.

### 11.4 Advocacy (Wills)

DISCUSSION: The State Senate is currently in summer recess. H. Wills has reached out to local senators/ reps, and encourages the Board to as well,

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concerning Rebuild America's Libraries. She will send out information to the Board with language and addresses.

H. Wills informed the Board of House Bill 4536 concerning fines for use of wheeled vehicles on snowmobile trails. She asked for clarification on what percentage of Penal Fines are earmarked for libraries. R. Higginson will pass on contact information for Clare Membiela, the legal consultant for the Library of Michigan, for further information on Penal Fines.

C. Gault requested that H. Wills also ask for information about the Township receiving improvement funds and if, as a PA 164, the Library may use a portion for the parking lot reconstruction.

## 11.5 Budget and Fund Balance (Gault)

DISCUSSION: Working on 2022 budget. Perhaps in the November Regular Meeting, the committee will have suggestions on restricting a portion of the fund balance for the parking lot reconstruction next year.

## 11.6 Evaluations (Ragland)

### 11.6.1 Library Staff Feedback

DISCUSSION: The provided feedback is presented as given by staff, except for a few identifying names, dates, etc. 15 of the 16 employees provided feedback. The prevalent statement is that staff would like to see more outreach and better communication between all staff.

## 12. DIRECTOR'S REPORT

DISCUSSION:

### 12.1 Staff Reports

DISCUSSION: After reading the report, the Board can tell that the staff is excited about their projects, very busy, and hardworking. The Summer Reading Program has been the best one yet and "so much fun" for participants and local businesses.

### 12.2 Library Statistics

DISCUSSION: None

## 13. CALENDAR REVIEW

DISCUSSION: August: Approve millage rate/budget- Public hearing to begin at 4:45pm on August 24, 2021

Start Directors evaluation- V. Cole and T. Ragland will create the evaluation

Start Board evaluation- T. Ragland will create the evaluation

## 14. PUBLIC COMMENT

- **M. Barratt-McCartney**- thanked the staff and Board for bringing attention to the LGBTQ+ community and materials during Pride month. That the library provides support and a safe place for the whole community to find information on themselves and others.

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- **A. Nanu-** In response to the comment above, she mentions that it should be up to the parents which materials are to be read and discussed by the children. She also asked for an answer to her request at the June Board meeting and email response to the Board to separately shelve LGBTQ+ materials in the Youth Department.

### 15. ON HOLD

### 16. ITEMS FOR NEXT AGENDA

SUBJECT: RFP for Parking Lot  
SUBJECT: Directors Evaluation form  
SUBJECT: Board Evaluation form

### 17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: C. Gault

VOTE YEA: 6

TIME: 6:05 PM

SECOND: T. Ragland

VOTE NAY:

**Next Meeting:  
August 24, 2021  
Public Hearing: 4:45 pm  
Regular Meeting: 5:00 pm  
Community Room**