

# MINUTES

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

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 5:00pm

## 2. 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: Rathburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Wills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3. AGENDA

CHANGES: Addition of "9.3.6 Prepare List of Questions for Candidate (with legal review)"

STATEMENT: "Motion to approve agenda as revised."

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

## 4. APPROVAL OF THE MINUTES

CHANGES: None

DATE: September 28, 2021

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

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 4

VOTE NAY: 0

\*C. Gault Abstained

## 5. CALL TO AUDIENCE

DISCUSSION: None

## 6. TIFFANY RAGLAND RESIGNATION

DISCUSSION: On the evening of October 2, 2021 T. Ragland text messaged V. Cole her immediate resignation from the Board of Trustees due to personal reasons.

The Board is legally required to fill the Trustee vacancy before the second Regular Board Meeting. The following items outline the steps for Trustee interviews.

### 6.1 Review Application

DISCUSSION: The Trustee Application that was used in 2018 will be updated with V. Cole's email, the submission deadline as decided in Item 6.2, and the interview date as determined in Item 6.4.

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### 6.2 Advertise in *Citizen*/Facebook/Library website

DISCUSSION: The Library will place an ad in *The Citizen* advertising the vacant position and the application submission deadline of 4:00pm on October 16, 2021. This ad must be provided to *The Citizen* by noon on Wednesday, October 6<sup>th</sup> to be published in the coming week's newspaper.

### 6.3 Verify Eligibility

DISCUSSION: To be eligible for the Trustee position, applicants must be a resident of Brandon Township and at least 18 years of age.

### 6.4 Set Time and Place for Interviews

DISCUSSION: After some discussion, the Board decided that no matter the number of applicants, the interviews will take place during the Regular Board Meeting on October 26, 2021 at 5:00pm.

### 6.5 Interview at Board Meeting

DISCUSSION: The eligible applications will be included in the Board Packet for October 26, 2021 the Board will have a list of questions for each applicant to start the interview. The Board can ask questions not on the list.

STATEMENT: "Motion to approve the details discussed in Items 6.1 through 6.5"

MOTION: H. Wills  
VOTE YEA: 5

SECOND: C. Gault  
VOTE NAY: 0

### 6.6 Delay/Cancel Director Review

DISCUSSION: As both the Directors Evaluation and the Board Evaluation were headed up by previous Trustee T. Ragland, V. Cole asks the Board to consider if both reviews should be delayed until another trustee can take it over or just cancel both for the year 2021. With the Director's resignation and the added pressure of finding and training a new Trustee and a new Director, the Board agrees that canceling both evaluations would be best.

### 6.7 Delay/Cancel Board Review

DISCUSSION: See Discussion for Item 6.6.

STATEMENT: "Motion to cancel the Board Review and Director's Review for this year"

MOTION: J. Rathburg  
VOTE YEA: 5

SECOND: S. Hagen  
VOTE NAY: 0

## 7. ELECT VICE PRESIDENT

DISCUSSION: With T. Ragland's resignation, a new Vice President needs to be appointed.

NOMINATION: J. Rathburg for Vice President  
NOMINATER: V. Cole

NOMINATION: S. Hagen for Vice President  
NOMINATER: H. Wills

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DISCUSSION: In a closed ballot vote, the majority vote for Vice President went to J. Rathburg. The position of Secretary now needs to be appointed.

NOMINATION: S. Hagen for Secretary

NOMINATER: C. Gault

DISCUSSION: Unanimous vote for S. Hagen as Secretary.

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

MOTION: V. Cole

VOTE YEA: 5

VOTE NAY: 0

### 8. Present Rebecca's Letter and Accept

DISCUSSION: On Friday, October 1, 2021 Director Rebecca Higgerson emailed the Board and Staff her letter of resignation. Due to personal reasons, R. Higgerson's last day will be January 21, 2022. The Board expressed their thanks for R. Higgerson's years of service to the Library.

STATEMENT: "Motion to accept Rebecca Higgerson's retirement as of January 21, 2022."

MOTION: J. Rathburg

VOTE YEA: 5

SECOND: C. Gault

VOTE NAY: 0

### 9. New Director Process

#### 9.1 Three Options for Selection

DISCUSSION: V. Cole presents three options for the selection process of a new director

1. Hire a consultant- an outside consultant would lead the search but they are expensive and not always successful
2. Entire Board is part of each step to select candidate- every Trustee would take part in every step but a Special Meeting would need to be called every time and may slow the process due to scheduling conflicts
3. A Selection Committee is formed- a committee of three Trustees would handle the smaller aspects and keep the rest of the Board informed of the progress via email and updates at Regular Meetings

C. Gault asks that if option 3 is the choice, the Board needs to determine which steps the committee has autonomy to decide on and what the Board as a whole needs to decide.

STATEMENT: "Motion to use a Selection Committee to prepare and select Director candidates."

MOTION: H. Wills

VOTE YEA: 5

SECOND: J. Rathburg

VOTE NAY: 0

#### 9.2 Approve revised Job Description

DISCUSSION: C. Gault presented an updated Director's Job Description. To ensure that the Board agreed with all handwritten changes, K. Rocheleau reformatted document with changes for Board review during a brief recess and the meeting resumed at 6:09pm.

The newly formatted document was reviewed by the Board.

STATEMENT: "Motion to approve the updated Director Job Description subject to include "workshop" in the Qualifications section and fixing the capitalization issues throughout the document."

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MOTION: H. Wills  
VOTE YEA: 5

SECOND: S. Hagen  
VOTE NAY: 0

## 9.3 Process Committee

DISCUSSION: Under the approved Selection Committee option, V. Cole assigned V. Cole, J. Rathburg, and C. Gault to begin the director search. H. Wills asks to be included on the committee as one of the three members or as a fourth, but four trustees would create a quorum. A discussion occurred and a motion made.

STATEMENT: "Motion to approve the Selection Committee of V. Cole, J. Rathburg, and C. Gault."

MOTION: J. Rathburg  
VOTE YEA: 3

SECOND: V. Cole  
VOTE NAY: 2

### 9.3.1 Prepare list of posting locations and sites for approval of board

DISCUSSION: The list of job posting locations put forth by the Board was: Indeed.com, MichLib-L Listserv, The Library Network, Library's Facebook account and website, and the American Library Association (ALA). The Library has an account with Indeed.com and the ALA posting will cost additional money to have it listed higher on the list of offerings.

STATEMENT: "Motion to approve the list of job posting locations."

MOTION: C. Gault  
VOTE YEA: 5

SECOND: H. Wills  
VOTE NAY: 0

### 9.3.2 Post Job

DISCUSSION: Once the final edits are made to the Director Job Description, V. Cole will work with R Higginson to post the job listing at the above locations.

### 9.3.3 Review candidates for qualification

DISCUSSION: Once all the applications are submitted, the Selection Committee will review the applications to ensure they meet the minimum qualifications listed on the Director Job Description before the whole Board will see them. The Board also agreed to add "Checking References" during this step of the process.

### 9.3.4 Order and review background check

DISCUSSION: This step of the process should be moved to after Item "9.7 Board Approval of Candidate".

### 9.3.5 Meeting with Department Managers

DISCUSSION: No decision was made for this step of the process and will be reviewed as the Selection Committee gets closer to this step.

### 9.3.6 Prepare list of questions for candidate (with legal review)

DISCUSSION: A decision was not made on if the Committee or Board will be creating this list, nor if the list should be Board approved with public minutes as candidates may then be informed before their interview.

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## 9.4 Decide on Candidates to Interview

DISCUSSION: The Board as a whole will make this decision and may call a Special Meeting. More information will follow as this process moves forward.

## 9.5 Interview

DISCUSSION: The Board will set up a time and date to interview candidates. This may be open to the public and staff but the Board will inform the candidate they have the option for a closed meeting when setting up the interview.

## 9.6 Board Approval of Candidate

DISCUSSION: None

## 9.7 Board Approval of Candidate

DISCUSSION: None

## 9.8 Board Approval of Offer and Limitation

DISCUSSION: None

## **10. PUBLIC COMMENT**

DISCUSSION: None

## **11. ADJOURN**

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 5

TIME: 6:41pm

SECOND: C. Gault

VOTE NAY: 0