

# MINUTES

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Special Meeting October 19, 2021 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

## 1. CALL TO ORDER

NAME: Verna Cole

TIME: 5:01pm

## 2. ROLL CALL

NAME: Cole

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Gault

NAME: Hagen

NAME: Rathburg

NAME: Wills

## 3. AGENDA

CHANGES: Addition of "8.5 Staff and Board Survey"

STATEMENT: "Motion to approve agenda as revised."

MOTION: C. Gault

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

## 4. APPROVAL OF THE MINUTES

CHANGES: None

DATE: October 5, 2021 Special Meeting

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

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

## 5. CALL TO AUDIENCE

DISCUSSION: None

## 6. REVIEW TRUSTEE APPLICATIONS

DISCUSSION: V. Cole has emailed the applications to each trustee for review before the October 26, 2021 Regular Meeting.

### 6.1 Approve Interview Process

DISCUSSION: V. Cole presented the Trustee Candidates Appointment Procedures document and H. Wills presented the Interview Rubric document. It was decided that the basic format of the Rubric will be used to evaluate the Trustee Interviews but the "Qualities" and "Questions" columns will be updated by H. Wills with the questions listed in the Procedures document. A total highest score will determine the Board nomination for the new Trustee.

STATEMENT: "Motion to approve the interview process as discussed."

MOTION: J. Rathburg

SECOND: S. Hagen

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VOTE YEA: 5

VOTE NAY: 0

## 7. DIRECTOR SELECTION COMMITTEE

### 7.1 Discuss Interview Questions

DISCUSSION: The committee provided a document of "Illegal Interview Questions" and a list of 16 open ended questions for the Board to consider for candidates.

### 7.2 Discuss Evaluation Form

DISCUSSION: The committee presented two different sample formats for Director evaluation of each candidate and recommends using the 1-5 scaled format. This item has been temporarily tabled and the committee will format and review later on in the interview process.

### 7.3 Discuss Questions for References

DISCUSSION: J. Rathburg presented a list of questions for the individual references of each candidate. No further discussion occurred.

## 8. NEW SELECTION PREPARATION COMMITTEE

DISCUSSION: V. Cole assigned J. Rathburg, C. Gault, and H. Wills to the Selection Preparation Committee for the next steps in the director selection process.

The steps are listed below as Items 8.1 through 8.5.

STATEMENT: "Motion to accept J. Rathburg, C. Gault, and H. Wills for the Selection Preparation Committee and the work assigned."

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

DISCUSSION: V. Cole will send the committee the applications for review and contact the applicants for a completed application. No references can be checked until after a signed application is on file. The Committee is assigned the steps listed below in Items 8.1 through 8.5.

### 8.1 Winnow Candidates

DISCUSSION: None

### 8.2 Decide on Number to Interview

DISCUSSION: None

### 8.3 Review Qualifications

DISCUSSION: None

### 8.4 Check References

DISCUSSION: None

### 8.5 Staff and Board Survey

DISCUSSION: H. Wills provided a Survey document for consideration for Staff and Board to assist in the selection of a new director.

## 9. PUBLIC COMMENT

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DISCUSSION: None

### **10. ADJOURN**

STATEMENT: "Motion to Adjourn."

MOTION: C. Gault

VOTE YEA: 5

TIME: 5:49pm

SECOND: S. Hagen

VOTE NAY: 0