

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting August 24, 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

	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 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: Addition of item 9.1 Discussion of August 5, 2021 Special Meeting Item

STATEMENT: "Motion to approve agenda as amended."

MOTION: C. Gault

SECOND: J. Rathburg

VOTE YEA: 6

VOTE NAY:

5. MINUTES

CHANGES:

DATE: August 5, 2021 Special Meeting

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

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 4

VOTE NAY:

***S.Hagen, T.Ragland Abstained**

6. CALL TO AUDIENCE

DISCUSSION: None

7. FINANCIAL REPORT

7.4 Approve expenses paid for July 2021

DATE: July 2021

DISCUSSION:

STATEMENT: "Motion to approve the expenses paid for July 2021 in the amount of \$73,284.37"

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: Roll Call; 6

VOTE NAY:

8. COMMUNICATION

DISCUSSION: None

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9. UNFINISHED BUSINESS

9.1 Discussion of August 5, 2021 Special Meeting Item

DISCUSSION: S. Hagen asked for follow up responses to the approved Window Caulking quote from Library Design. R. Higgerson responded that the inclusion of the Tower windows was still within the cost approved by the Board.

10. NEW BUSINESS

10.1 Transfer of Power

DISCUSSION: Due to personal reasons, T. Ragland would like to abdicate her role as President of the Board. In accordance with the approved By-Laws Vice President V. Cole is now the acting President. C. Gault nominated T. Ragland to be the Vice President; T. Ragland accepted.

STATEMENT: "Motion to appoint Tiffany Ragland as Vice President of the Library Board of Trustees."

MOTION:

VOTE YEA: 5

SECOND:

VOTE NAY:

10.2 Trustee Committee Structure

DISCUSSION: V. Cole recommends that each standing Board Committee should have two Trustees on them to share the workload and information. V. Cole assigns committees as follows:

Professional Development- V. Cole, J. Rathburg

Friends Liaison- J. Rathburg, V. Cole

Student Liaison- S. Hagen, V. Cole

Advocacy- H. Wills, C. Gault

Budget and Fund Balance- C. Gault, H. Wills

Evaluations- T. Ragland, V. Cole

STATEMENT: "Motion to approve the changes made to the Board Committee assignments."

MOTION: J. Rathburg

VOTE YEA: 6

SECOND: S. Hagen

VOTE NAY:

10.3 Outdoor Lockers

DISCUSSION: Staff member S. Quick presented a proposal for outdoor lockers for afterhours/contactless pickups for Library patrons. From the various options presented, the preferred lockers were from SmartAxess. These lockers are electronic, weatherproof, ADA compliant, and provide easy use for patrons and staff.

The Library applied for a grant to help cover up to \$15,000 of the price but the Library may only receive a partial amount if any. Approval of the grant and the amount will not be made known until September 1, 2021. However, the Library does have a budgeted \$10,000 available for this and asks for any additional funds to be moved as needed.

STATEMENT: "Motion to (a) approve the purchase of outdoor lockers from SmartAxess per LEID Proposal #221204 in the amount of \$15,594 plus \$2,000 to cover various installation costs and (b) move \$10,000 from line item 984.000 Contingencies to 726.300 Furniture and Equipment if grant monies are not received."

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MOTION: J. Rathburg
VOTE YEA: Roll Call; 6

SECOND: H. Wills
VOTE NAY:

10.4 ALA Code of Ethics Revision

DISCUSSION: R. Higgerson presented the ALA Code of Ethics as it had been amended by the ALA on June 29, 2021. The amended document includes an additional principle (#9). The BTPL Board originally approved and adopted the Code of Ethics at the June 24, 2019 Regular Meeting. H. Wills raises concerns that #9 contradicts #6 and #7.

STATEMENT: "Motion to continue to keep the current Code of Ethics and not adopt the new one"

MOTION: H. Wills
VOTE YEA: 3

SECOND: S. Hagen
VOTE NAY: 3

DISCUSSION: The motion did not pass. V. Cole recommends that each Trustee reads the interpretation of the Codes available on the ALA Website (<https://www.ala.org/tools/ethics/copyright>).

10.5 Summer Reading

DISCUSSION: Staff reported that the Summer Reading Program showed a 62% increase of signups from 2018, a 31% increase in circulation from 2020, and had over 1100 responses to the weekly experience prompts. Staff members S. Quick and P. Greer have been selected to present at the Association for Rural and Small Libraries' Annual Conference in October about the Summer Reading Program.

11. COMMITTEE REPORT

11.1 Professional Development (Cole)

DISCUSSION: None

11.2 Friends Liaison (Rathburg)

11.2.1 Friends Art Work Request

DISCUSSION: At the August Friends of the Library (FOL) meeting there was a request made to purchase/fund a piece of artwork to be hung over the bench under the portico. Ideas for the artwork were pitched but as this would be a piece physically added to the Library, a Board Ad-Hoc Committee will be created to oversee this FOL request. The Committee will consist of J. Rathburg, V. Cole, and staff member K. Rocheleau.

11.3 Student Liaison (Hagen)

DISCUSSION: There was a new application submission for a Student Liaison. Both upcoming liaisons will be Juniors. The committee will be looking at and revising the selection procedure and applications to clear up any confusion in the future.

11.4 Advocacy (Wills)

DISCUSSION: There is no update on the Rebuild Americas Libraries bill. H. Wills has looked into the improvement funds the Township and Village will receive. No decision has been made yet on how it will be spent.

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11.5 Budget and Fund Balance (Gault)

DISCUSSION: The committee will meet again to finalize the first draft of the 2022 Budget. This will be presented at the September Board Meeting.

11.6 Evaluations (Ragland)

DISCUSSION: T. Ragland will be sending out the Board Evaluation link to the Trustees soon.

12. DIRECTOR'S REPORT

DISCUSSION: Clarification was provided regarding the former Quiet Study Room. The Board was informed that though the Quiet Study Room is now the Public Services Manager's Office, patrons are still able to book the Meeting Room for individual use based on availability.

12.1 Staff Reports

DISCUSSION: The Board is grateful for the work and creativity of the staff.

12.2 Library Statistics

DISCUSSION: The numbers for the "Website Session" are incorrect. Some data was corrupted and some of the May, June, and July numbers were lost. Staff will add an asterisk and notification to document beginning in September.

13. CALENDAR REVIEW

DISCUSSION: September: Strategic Plan Update
Present Draft Budget

14. PUBLIC COMMENT

DISCUSSION: None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: Evaluations
SUBJECT: ALA Code of Ethics

17. ADJOURN

STATEMENT: "Motion to Adjourn."
MOTION: C. Gault
VOTE YEA: 6

TIME: 6:03 PM
SECOND: H. Wills
VOTE NAY:

**Next Meeting:
September 28, 2021 / 5:00 pm / Community Room**