

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting September 28, 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

NAME: Cole

ABSENT W/ NOTICE

ABSENT

NAME: Gault

NAME: Hagen

NAME: Ragland

NAME: Rathburg

NAME: Wills

*R. Higgerson absent w/ notice

4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda as presented."

MOTION: J. Rathburg

SECOND: H. Wills

VOTE YEA: 4

VOTE NAY:

5. MINUTES

CHANGES:

DATE: August 24, 2021 Public Hearing

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

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 4

VOTE NAY:

6. MINUTES

CHANGES:

DATE: August 24, 2021

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

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE YEA: 4

VOTE NAY:

7. CALL TO AUDIENCE

DISCUSSION: None

8. FINANCIAL REPORT

8.4 Approve expenses paid for August 2021

DATE: August 2021

DISCUSSION:

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STATEMENT: "Motion to approve the expenses paid for August 2021 in the amount of \$67,020.12"

MOTION: H. Wills

VOTE YEA: Roll Call; 4

SECOND: S. Hagen

VOTE NAY:

8.5 2022 Draft Budget

DISCUSSION: The 2022 Line Item budget was presented to show the proposed new Chart of Accounts numbers as required by the Michigan Department of Treasury. Also shown was the merging of the Part-time and Full-time "Salaries" accounts and also the Youth, Teen, and Adult "Programming" accounts.

S. Hagen inquired about the overall increase in Programming funds for 2022. Public Services Manager A. Waldie replied that the staff will be increasing the amount of programming in 2022 as in-person programs are again possible.

9. COMMUNICATION

9.1 From Patron B. Nuccio

DISCUSSION: None

10. UNFINISHED BUSINESS

10.1 ALA Code of Ethics

DISCUSSION: None

10.2 Outdoor Lockers

DISCUSSION: At the August 24, 2021 Regular Board Meeting, the Board approved the locker bid with an allowance for additional installation costs. After the August meeting, the Library received two quotes for the needed electrical work over the approved allowance of \$2,000. The staff asks additional funds to cover the cost to move forward with this project.

STATEMENT: "Motion to approve an additional \$1,000 to be used for electrical work to be done for the outdoor lockers."

MOTION: H. Wills

VOTE YEA: 4

SECOND: J. Rathburg

VOTE NAY:

10.3 Parking Lot RFP

DISCUSSION: The Request For Proposal (RFP) was created by the Budget and Fund Balance Committee and asks approval from the Board to send out to interested companies. S. Hagen asked where/how the RFP is being sent out. The specifics have yet to be determined, but it will be open to any interested companies.

STATEMENT: "Motion to approve the Parking Lot RFP as presented."

MOTION: J. Rathburg

VOTE YEA: 4

SECOND: S. Hagen

VOTE NAY:

11. NEW BUSINESS

11.1 Student Liaisons

DISCUSSION: Tabled until October meeting

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10.2 Parking Lot Lighting

DISCUSSION: For the safety and security of Library patrons and staff, K. Rocheleau has presented two proposals from Goyette Mechanical and Voss Lighting to upgrade the parking lot lights with new LED fixtures. Voss lighting is the preferred company due to: a longer estimated lifespan of the fixture, the lower required wattage, the previous positive experiences the Library has had working with Voss Lighting (recessed lighting, sidewalk bollards, LED retrofit tubes), the additional mapping and projected cost-saving documents they provided. This project will require funds moved into the Facilities Cost Center.

STATEMENT: "Motion to approve the Voss Lighting proposal dated September 21, 2021 for replacement LED parking lot fixtures and moving \$12,000 from acct 984.000 Contingencies to acct 930.000 Repairs and Maintenance to cover the cost of the proposal and any additional work that may be required."

MOTION: J. Rathburg
VOTE YEA: 4

SECOND: H. Wills
VOTE NAY:

12. STRATEGIC PLAN UPDATE- ADDENDUM 1

DISCUSSION: None

13. COMMITTEE REPORT

13.1 Professional Development (Cole, Rathburg)

DISCUSSION: None

13.2 Friends Liaison (Rathburg, Cole)

DISCUSSION: An Art Ad-Hoc Committee of V. Cole, J. Rathburg, and K. Rocheleau met twice in the last month to discuss the FOL request for artwork over the memorial bench outside. The committee agreed not to move forward with the project at this time due to issues of infrastructure, security, finances, and timing. J. Rathburg will inform the FOL of the decision at the next meeting.

13.3 Student Liaison (Hagen, Cole)

DISCUSSION: The Committee has been re-working the existing procedure(s) and applications and will bring this back for approval. The new liaisons will be presented to the Board at the next meeting.

13.4 Advocacy (Wills, Gault)

DISCUSSION: The Committee has met to discuss the possible availability of additional funds from the township. Michigantownships.org has the requirements and restrictions for those funds. The Library needs to determine its needs before the committee can determine if anything may qualify for these funds.

13.5 Budget and Fund Balance (Gault, Wills)

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DISCUSSION: The final 2022 Cost Center Budget will be presented at the October Board Meeting.

13.6 Evaluations (Ragland, Cole)

DISCUSSION: The Boards' Evaluations and the Director's Evaluation will be brought back at the October meeting.

14. DIRECTOR'S REPORT

DISCUSSION: None

14.1 Staff Reports

DISCUSSION: V. Cole asks that the Board thinks about what they can do to acknowledge, share, or recognize the amazing work of the staff.

14.2 Library Statistics

DISCUSSION: None

15. CALENDAR REVIEW

DISCUSSION: October: Approve final budget
Director evaluation
Board evaluation
MLA Conference

16. PUBLIC COMMENT

DISCUSSION: None

17. ON HOLD

18. ITEMS FOR NEXT AGENDA

SUBJECT: Student Liaisons

SUBJECT: Evaluations

SUBJECT:

18. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 4

TIME: 5:48 PM

SECOND: S. Hagen

VOTE NAY:

**Next Meeting:
October 26, 2021 5:00 pm
Community Room**