

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting October 26, 2021 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

NAME: Verna Cole

TIME: 5:00 pm

2. PLEDGE

3. ROLL CALL

	PRESENT	ABSENT W/ NOTICE	ABSENT
NAME: Cole	X	<input type="checkbox"/>	
NAME: Gault	X	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Hagen	X	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Rathburg	X	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Wills	X	<input type="checkbox"/>	<input type="checkbox"/>

4. AGENDA

CHANGES:

STATEMENT: "Motion to approve agenda as presented"

MOTION: J. Rathburg

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY: 0

5. TRUSTEE VACANCY

5.1 Trustee Interview Rubric

DISCUSSION: Per V. Cole, if there is a tie, she will ask for a roll call vote to break it. Also, **when the** meeting minutes are drafted, they should be submitted to the Clerk's Office. Then new trustee can be sworn into office.

STATEMENT: "Motion to approve new rubric with changes"

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

5.2 Interview Trustee Applicants

DISCUSSION: All four applicants were interviewed, which ended at 5:56 pm. The trustees made notes and turned in ballots at 5:59. The Board reconvened at 6:10 pm.

5.3 Select New Trustee

DISCUSSION: Jay Taylor was announced to fill the BTPL Trustee vacancy.

STATEMENT: "Motion to approve Jay Taylor as new trustee"

MOTION: H. Wills

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY: 0

6. MINUTES

CHANGES: 7.2 Change the word "trustee" to "director" evaluation.

DATE: October 19, 2021 Special Meeting

STATEMENT: "Motion to approve the minutes with word change."

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

7. CALL TO AUDIENCE

DISCUSSION: None

8. FINANCIAL REPORT

8.4 Approve expenses paid for September 2021

DISCUSSION: C. Gault indicated that we are 75% through the year, so all the percentages of budget should be at or below that percentage. The Library is doing very well in that area.

STATEMENT: "Motion to approve the expenses paid for September 2021 in the amount of \$75,449.30"

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: Roll Call; 5

VOTE NAY: 0

8.5 2022 Cost Center FINAL Budget

DISCUSSION: H. Wills inquired if the new director search costs will affect our budget. R. Higginson stated the costs are accounted for in the Library budget.

STATEMENT: "Motion to approve the Cost Center Final Budget"

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

9. COMMUNICATION

9.1 Letter from BTPL Staff to Board

DISCUSSION: V. Cole stated that a reply will be sent out to the staff.

10. UNFINISHED BUSINESS

10.1 Student Liaisons

DISCUSSION: Taylor Salter was introduced as our new Student Liaison. Claire Martin has withdrawn her name as BTPL second Student Liaison due to time conflict.

STATEMENT: "Motion to approve Taylor Salter as BTPL Student Liaison"

MOTION: C. Gault

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

11. NEW BUSINESS

10.1 Parking Lot RFP Revision

DISCUSSION: The due date for Request For Proposal needs to be extended because of a full Board schedule with a selection of Trustee and Director. C. Gault suggested that the proposal submission date be changed from November 1, 2021 to December 1, 2021, and the Library Board review date of the proposals at the December 21, 2021 Library Board meeting.

STATEMENT: "Motion to approve changing the Proposal Submission Date to December 1st and the Library Board review date to the December 21th Library Board meeting"

MOTION: C. Gault

VOTE YEA: 5

SECOND: J. Rathburg

VOTE NAY: 0

12. COMMITTEE REPORT

12.1 Professional Development (Cole, Rathburg)

DISCUSSION: V. Cole and J. Rathburg will meet with J. Taylor for training.

12.2 Friends Liaison (Rathburg, Cole)

DISCUSSION: The book store is doing well. There is a holiday silent auction with themed baskets from November 29th to December 11th. FOL will offer a new dues structure, but it works as a store credit. So, if the new FOL member has dues of \$20 they will get a \$20 store credit.

12.3 Student Liaison (Hagen, Cole)

DISCUSSION: T. Salter was introduced as the BTPL new Student Liaison.

12.4 Advocacy (Wills, Gault)

DISCUSSION: HB4536 passed the House and is now headed to the Senate. H. Wills will look to see who is on that committee and provide the names so we can contact them. Circulation Staff Member Sue Warner would like to be included on the library Advocacy Committee.

STATEMENT: "Motion to approve Sue Warner on the Advocacy Committee"

MOTION: C. Gault

VOTE YEA: 5

SECOND: H. Wills

VOTE NAY: 0

12.5 Budget and Fund Balance (Gault, Wills)

DISCUSSION: The Committee will meet before the November Board Meeting to discuss restricting funds for future projects.

12.6 Evaluations (Cole)

DISCUSSION: All evaluations have been postponed for 2021

12.7 Ad-Hoc Director Selection (Gault, Rathburg, Wills)

DISCUSSION: The committee has met and they are in the process of conducting reference checks. The committee requests a Special Board meeting on November 9th at 5 pm to approve the candidates to be interviewed. The interviews will be on November 13th & November 20th beginning at 1 PM.

12.7.1 Staff/Board Survey

DISCUSSION: The committee is requesting an approval of the revised survey. The deadline is for all staff and board to return their survey by November 2, 2021 to H. Wills' library mailbox.

STATEMENT: "Motion to approve the changes in the survey"

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

13. DIRECTOR'S REPORT

DISCUSSION: None

13.1 Staff Reports

DISCUSSION: C. Gault stated that she read through the extensive list of all the employees work and was struck by how many reflect the team work that they stated in their individual work, such as "I worked with..." Also, V. Cole complimented the Circulation Staff on their warm welcoming of patrons when they come into the library. Finally, congratulations to Fran Hotchkiss for her Brandon High School award.

13.2 Library Statistics

DISCUSSION: None

14. CALENDAR REVIEW

DISCUSSION: November- Election of New Officers

15. PUBLIC COMMENT

DISCUSSION: There was a general comment asking why OTV was not present, and the lack of audio on some of the meetings in the past.

16. ON HOLD

17. ITEMS FOR NEXT AGENDA

SUBJECT: Discussion of the Fund Balance

18. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 5

TIME: 6:49 PM

SECOND: C. Gault

VOTE NAY: 0

**Next Regular Meeting:
November 30, 2021 5:00 pm
Community Room**