

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Special Meeting November 9, 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

	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: Rathburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Taylor	<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: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: H. Wills

SECOND: C. Gault

VOTE YEA: 6

VOTE NAY: 0

4. APPROVAL OF THE MINUTES

CHANGES: 5.1 Trustee Interview Rubric, Discussion, second sentence should read "Also, when the meeting minutes are drafted..."

DATE: October 26, 2021

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

MOTION: J. Rathburg

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

*J. Taylor Abstained

5. CALL TO AUDIENCE

DISCUSSION: None

6. DIRECTOR HIRING PROCESS

DISCUSSION: C. Gault presented the Library Director Hiring Process document showing the steps of what has been done so far and what has been discussed going forward. If approved, this Process can be used by future Boards for reference and aid in hiring a director as needed.

C. Gault and H. Wills recommended a few minor and grammatical revisions for sections 5.c.i-iii and 6.c.

STATEMENT: "Motion to approve the Library Director Hiring Process as revised."

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: 6

VOTE NAY: 0

MINUTES

7. DIRECTOR INTERVIEW EVALUATION FORM

DISCUSSION: H. Wills presented the Director Interview Evaluation Form for review. The Form is for each trustee to use for each interviewee as a tool for scoring on the candidate's overall qualifications.

J. Taylor asked if the questions on the Form are what will be asked of each candidate. Response was no. The questions on the form are for each trustee to think about/answer as they score the candidate. There is a separate list of attorney approved questions the Board will ask.

STATEMENT: "Motion to approve the Director Interview Evaluation Form as presented."

MOTION: C. Gault
VOTE YEA: 6

SECOND: H. Wills
VOTE NAY: 0

8. SURVEY RESULTS

DISCUSSION: H. Wills compiled and presented the results of the Board and Staff Survey concerning the state of the Library and desired Director characteristics. This is a document for trustee use in the consideration of Director candidates.

9. SELECTION COMMITTEE'S RECOMMENDATION OF DIRECTOR CANDIDATES TO INTERVIEW

DISCUSSION: The Selection Committee presented their four recommended interview candidates as Laura Fromwiller, Carrie Ralston, Alyssa Waldie, and Jordon Wright. Each candidate has met the qualifications and submitted all required documentation. Notes from the Committee's reference checks for each candidate have also been included.

STATEMENT: "Motion to approve the Selection Committee's four recommended candidates to interview."

MOTION: J. Rathburg
VOTE YEA: 6

SECOND: S. Hagen
VOTE NAY: 0

DISCUSSION: With this approval, C. Gault will contact the four candidates to set up the interviews on one or both of the previously approved dates of November 13, 2021 and November 20, 2021. C. Gault will inform the Board and administration of the times to ensure proper notice is given to the public of the Special Meeting(s).

10. PUBLIC COMMENT

DISCUSSION: Employee J. Roberts- asks if the Director interviews will be open to the public. V. Cole confirms that interviews and discussions will be in an open meeting.

11. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: S. Hagen
VOTE YEA: 6

TIME: 5:20pm
SECOND: J. Taylor
VOTE NAY: 0

MINUTES

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