

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting November 30, 2021 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

NAME: V. Cole

TIME: 5:00 pm

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: 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Liaison: Salter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. AGENDA

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: J. Rathburg

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: November 13, 2021 Special Meeting

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

MOTION: J. Rathburg

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: Three in attendance, no comments

7. DIRECTOR SELECTION

7.1 Letter of Understanding and supporting policies

DISCUSSION: C. Gault suggested adding to the letter a statement about the offer not being taken as a contract and that all employees are at-will.

V. Cole suggested removing the sentence regarding the background check as it has since been completed.

7.2 Hiring of the Incoming Director

DISCUSSION: With the suggestions mentioned in Item 7.1, no further discussion occurred.

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STATEMENT: "Motion to adopt the suggested language for the Letter of Understanding and to approve the hiring of Laura Fromwiller as the new Director of the Brandon Library."

MOTION:

VOTE YEA: Roll Call; 5

SECOND: J. Rathburg

VOTE NAY: 0

8. ELECTION OF OFFICERS

DISCUSSION: C. Gault nominates the existing officers as a slate. She suggests that with the recent activities of a new Trustee and the director search, the Board is better off maintaining the status quo; new leadership may be established at next year's election.

SLATE: V. Cole for President

J. Rathburg for Vice President

C. Gault for Financial Officer

S. Hagen for Secretary

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

MOTION: J. Rathburg

VOTE YEA: 5

SECOND: J. Taylor

VOTE NAY: 0

9. FINANCIAL REPORT

9.4 Approve expenses paid for October 2021

DATE: October 2021

DISCUSSION: C. Gault noted a difference in the Check Register "Total" that was a result of a payroll error and it will be resolved.

J. Taylor asked for a report showing the Check Register "Total" without the bank reconciliation; to show a total amount of cumulative checks written.

C. Gault and K. Rocheleau will review.

STATEMENT: "Motion to approve the expenses paid for October 2021 in the amount of \$85,458.79."

MOTION: V. Cole

VOTE YEA: Roll Call; 5

SECOND: J. Rathburg

VOTE NAY: 0

10. COMMUNICATION

10.1 Letter Reply to Staff

DISCUSSION: J. Rathburg thanked V. Cole for her eloquent response to the staff.

11. UNFINISHED BUSINESS- None

12. NEW BUSINESS

12.1 2022 Calendar

DISCUSSION: R. Higgerson explains that staff dates and events have been removed from the Board calendar for a cleaner look. Staff will be provided their own calendar.

STATEMENT: "Motion to **approve** the 2022 Calendar as presented."

MOTION: C. Gault

VOTE YEA: 5

SECOND: J. Taylor

VOTE NAY: 0

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13. COMMITTEE REPORT

13.1 Professional Development (Cole, Rathburg)

DISCUSSION: V. Cole and J. Rathburg met once with J. Taylor for onboarding training. No further training was requested.

13.2 Friends Liaison (Rathburg, Cole)

DISCUSSION: There is a Silent Auction Fundraiser going through December 18, 2021.

13.3 Student Liaison (Hagen, Cole)

DISCUSSION: Met with Student liaison, Taylor Salter, and discussed communicating with other students for their wants and needs from the Library.

13.4 Advocacy (Wills, Gault)

DISCUSSION: Library Assistant S. Warner will be joining the committee.

13.5 Budget and Fund Balance (Gault, Wills)

DISCUSSION: As of the 2020 audit, the Library has \$778,685 in the fund balance. It is projected to increase in the 2021 audit to approximately \$844,000. The Fund Balance Policy goal is to keep "no less than three and no more than six months of annual operating expenses in the Contingency Fund."

The Committee makes the recommendation that the Board commits \$400,000 of the fund balance for future capital replacement needs, such as the parking lot or HVAC system. This amount can change in the future with Board approval.

STATEMENT: "Motion to commit \$400,000 of the Fund Balance to future capital replacement needs."

MOTION: J. Taylor

VOTE YEA: Roll Call; 5

SECOND: J. Rathburg

VOTE NAY: 0

13.6 Evaluations (Cole)

DISCUSSION: None

14. DIRECTOR'S REPORT

DISCUSSION:

14.1 Staff Reports

DISCUSSION: The Board is grateful to all the staff for everything they include in their reports and all the other things they do for the Library.

14.2 Library Statistics

DISCUSSION: None

15. CALENDAR REVIEW

DISCUSSION: December: Strategic Plan Update
Fiscal Year Ends

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16. PUBLIC COMMENT None

DISCUSSION: F. Hotchkiss expressed her joy on the return of the teens to the library and appreciated that the Public Services staff responded to the wishes of the teens communicated in the Teen Survey and Comment Cards.

17. ON HOLD

18. ITEMS FOR NEXT AGENDA

SUBJECT:
SUBJECT:
SUBJECT:

19. ADJOURN

STATEMENT: "Motion to Adjourn."
MOTION: J. Rathburg
VOTE YEA: 5

TIME: 5:41 pm
SECOND: C. Gault
VOTE NAY: 0

**Next Meeting: December 21, 2021
5:00 pm LOCATION: Community Room**