

MINUTES

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting January 25, 2022 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 type="checkbox"/>	<input checked="" 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"/>
Student Liaison: Salter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. AGENDA

CHANGES: Additions: "7.5 Debit Card" and "11.9 Discussion of Ad-Hoc Committee"
STATEMENT: "Motion to approve agenda as amended."

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: December 21, 2021

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

MOTION: H. Wills

SECOND: J. Taylor

VOTE YEA: 4

VOTE NAY: 0

*S. Hagen Abstained

6. CALL TO AUDIENCE

DISCUSSION: Three in attendance, no comments

7. FINANCIAL REPORT

7.4 Approve expenses paid for December 2021

DATE: December 2021

DISCUSSION: The provided December Balance Sheet should be considered a draft version until after the 2021 Audit as there will be adjustments made. The Library has received some of the property tax disbursement but as it is for the 2022 budget, it is not shown on the December Income Statement.

STATEMENT: "Motion to approve the expenses paid for December 2021 in the amount of \$107,382.44."

MOTION: J. Taylor

SECOND: S. Hagen

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VOTE YEA: Roll Call; 5

VOTE NAY: 0

7.5 Debit Card

DISCUSSION: After discussions between the attorneys for the Library and Brandon Township, it was determined that the Township is not able to provide a credit card to the Library.

C. Gault spoke with Claire Membiela, law consultant for the Library of Michigan, about other options for electronic payments. One suggestion was asking the Township for a debit card for the Library's Checking Account. The Board would like L. Fromwiller to open the discussion with the Township before any further procedures or policies take place.

STATEMENT: "Motion **TO** have Laura Fromwiller request a debit card for the Library's checking account from the township."

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

8. COMMUNICATION

DISCUSSION: None

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Teen Survey Results

DISCUSSION: A. Waldie presented the results of a Public Services survey from November 2021. With the 73 responses from middle and high schoolers, the Public Services staff is prioritizing plans to increase teen usage of the Library.

10.2 Credit Card Company Transfer of Ownership

DISCUSSION: K. Rocheleau requests that the Board approve updating ownership with First Data Merchant Services from R. Higgerson to L. Fromwiller. This will ensure that L. Fromwiller is able to make any necessary decisions concerning the credit card machine.

STATEMENT: "Motion to transfer ownership from Rebecca Higgerson to Laura Fromwiller."

MOTION: H. Wills

SECOND: J. Taylor

VOTE YEA: 5

VOTE NAY: 0

10.3 Reception for New Director

DISCUSSION: The ~~date~~ **DATE** of March 4, 2021 at 4:00pm was chosen for the new director's reception. See Item "11.9 Discussion of Ad-Hoc Committee" for further information.

10.4 E & O Insurance for Trustees

DISCUSSION: This concerns "D & O Insurance" not "E & O".

J. Taylor provided an email string with Timothy McClorey from MMRMA, the Library's Property and Liability insurance company. This string details the coverage that Trustees have in case of a liability claim. The Board found this coverage more than adequate.

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11. COMMITTEE REPORT

11.1 Assign Committees

DISCUSSION: V. Cole has assigned two Trustees to each standing committee as listed below.

STATEMENT: "Motion to approve the committee assignments as presented."

MOTION: C. Gault

SECOND: J. Taylor

VOTE YEA: 5

VOTE NAY: 0

11.2 Ad-Hoc Parking Lot (Cole, Wills, Rocheleau)

DISCUSSION: Committee met on January 24 and has determined that more research is needed before moving forward with this project; there are more questions than answers. They will meet again on February 7.

11.3 Professional Development (Rathburg, Wills)

DISCUSSION: None

11.4 Friends Liaison (Rathburg, Taylor)

DISCUSSION: J. Rathburg was not present to give a report from the last FOL meeting.

11.5 Student Liaison (Cole, Hagen)

DISCUSSION: The Trustees meet with student liaison T. Salter early today. T. Salter spoke briefly on possible program ideas for teens in the coming spring, such as a gathering for graduating Seniors and their underclassmen.

11.6 Advocacy (Gault, Hagen)

DISCUSSION: C. Gault encourages Trustees to enroll in the MLA's Advocacy Day virtual program. This program will provide information and presentations on key issues libraries are currently dealing with in advocacy.

11.7 Budget and Fund Balance (Gault, Taylor)

DISCUSSION: C. Gault informed Trustees that the Library of Michigan's "Public Library Financial Management Guide" has been updated. There will be a virtual program discussing these changes on February 8, 2022.

11.8 Evaluations (Cole, Wills)

DISCUSSION: None

11.9 Discussion of Ad-Hoc Committee

DISCUSSION: V. Cole assigns L. Fromwiller, S. Hagen, A. Waldie, and P. Greer to this committee to plan and handle the new director's welcome reception.

12. DIRECTOR'S REPORT

DISCUSSION: None

12.1 Staff Reports

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DISCUSSION: Effusive accolades were given to all the staff on their great work!

12.2 Library Statistics

DISCUSSION: None

13. CALENDAR REVIEW

DISCUSSION: February: Review Board By-Laws

14. PUBLIC COMMENT None

DISCUSSION: Patron P. Salter- Welcomes L. Fromwiller to the Library and the community. She asks that when planning the Welcome Reception (as well as other important community events) that the committees take into account the 9 to 5 workforce. Patrons may want to be there but can't make it if the event starts and/or ends too early.

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: Materials Selection Policy

SUBJECT:

SUBJECT:

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 5

TIME: 5:54 pm

SECOND: C. Gault

VOTE NAY: 0

**Next Meeting:
February 22, 2022 5:00 pm
Community Room**