

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting February 22, 2022 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

**1. CALL TO ORDER**

NAME: Verna Cole

TIME: 5:00PM

**2. PLEDGE**

**3. ROLL CALL**

NAME: Cole

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Gault

NAME: Hagen

NAME: Rathburg

NAME: Taylor

NAME: Wills

Student Liaison: Salter

**4. AGENDA**

CHANGES: None

STATEMENT: "Motion to approve agenda as presented."

MOTION: Jay Taylor

SECOND: Heather Wills

VOTE YEA: 6

VOTE NAY: 0

**5. MINUTES**

CHANGES: 10.3 it should be "date" not "fate". 7.5 "Motion TO have Laura..."

DATE: January 25, 2022

STATEMENT: "Motion to approve the minutes with corrections"

MOTION: Heather Wills

SECOND: Cheryl Gault

VOTE YEA: 5

VOTE NAY: 0

\*J. Rathburg Abstained

**6. CALL TO AUDIENCE**

DISCUSSION: 6 in attendance. No comments.

**7. FINANCIAL REPORT**

7.4 Approve expenses paid for January 2022

DATE: January 2022

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for January 2022 in the amount of \$127,465.50."

MOTION: Heather Wills

SECOND: Susan Hagen

VOTE YEA: Roll Call; 6

VOTE NAY: 0

**8. COMMUNICATION**

DISCUSSION: None

## **9. UNFINISHED BUSINESS**

### **10. NEW BUSINESS**

#### 10.1 Revised BENR-4 Paid Time Off Policy

DISCUSSION: The update includes adding Holiday point #9 clarifying the Federal Holidays included in an employee's PTO and the addition of Juneteenth National Independence Day. We are open those days the days listed.

STATEMENT: "Motion to approve the revised BENR-4 Paid Time Off Policy as presented"

MOTION: Cheryl Gault

SECOND: Jan Rathburg

VOTE YEA: 6

VOTE NAY: 0

#### 10.2 Revised Circulation Policy

DISCUSSION: Heather Wills asked for clarification on why room rental was removed. Laura Fromwiller stated the subject of room rental did not fit in the circulation policy and would be put in a different policy.

STATEMENT: "Motion to approve Circulation policy as presented"

MOTION: Heather Wills

SECOND: Jay Taylor

VOTE YEA: 6

VOTE NAY: 0

#### 10.3 Materials Selection Collection Development Policy and Guidelines DRAFTS

DISCUSSION: Verna Cole proposes we express thoughts and comments but keep it to minimum due to the time. Laura Fromwiller informed the board that the Collection Development Policy and Library Materials Policy are drafts and are currently at the attorney's office for review.

#### 10.4 Reconsideration of Library Materials Policy and Form DRAFTS

DISCUSSION: Heather Wills expressed having a statement on the form to inform the patron where they would go if they are not satisfied with the reply to the Request for Reconsideration. Cheryl Gault would like the director involved in the process and suggested that the Director reviews the replies to the patron before it is sent.

### **11. COMMITTEE REPORT**

#### 11.1 Ad-Hoc Parking Lot (Cole, Wills, Rocheleau)

DISCUSSION: no update

#### 11.2 Professional Development (Rathburg, Wills)

DISCUSSION: no update

#### 11.3 Friends Liaison (Rathburg, Taylor)

DISCUSSION: Meetings moved to 2<sup>nd</sup> Tuesday of the month. The teen room is switching with the bookstore. Their account balance is approximately \$17,000. FOL agreed to spend up to \$800 to purchase mailbags for the Home Delivery program.

11.4 Student Liaison (Cole, Hagen)

DISCUSSION: Student Liaison Taylor Salter met with JAB. Taylor is getting input for the teen room from the High School students.

11.5 Advocacy (Gault, Hagen)

DISCUSSION: Michigan Library Association has an Advocacy seminar on March 1<sup>st</sup> at noon to 3PM. It is virtual and you can sign up on the website.

11.6 Budget and Fund Balance (Gault, Taylor)

DISCUSSION: None

11.7 Evaluations (Cole, Wills)

DISCUSSION: None

**12. DIRECTOR'S REPORT**

DISCUSSION: With the proposed increased hours for later this year, the management team is investigating staffing but do not anticipate it effecting the overall payroll cost. Teen room is coming along.

12.1 Staff Reports

DISCUSSION: All staff did a great job. The Board would like to see the contract for art display. Hot spots are \$260/month for 5 hotspots after 7/22 and will be part of the Library Budget. We will need to review for 2023 budget.

The NEH Grant will allow us to do more programs, make & takes, help with the teen room, "story time to go" kits. Shauna Quick reviewed the process she went through for the grant with the help of Alyssa McCarty.

12.2 Library Statistics

DISCUSSION: None

**13. CALENDAR REVIEW**

DISCUSSION: March: Strategic Plan Update

**14. PUBLIC COMMENT**

DISCUSSION: Thank you for moving the Meet and Greet to evening so others could attend. The new treasurer of Friends of the Library is Patty Salter.

**15. ON HOLD**

**16. ITEMS FOR NEXT AGENDA**

SUBJECT: Strategic Plan

SUBJECT: By-laws

**17. ADJOURN**

STATEMENT: "Motion to Adjourn."

MOTION: Jan Rathburg

VOTE YEA: 6

TIME: 5:48PM

SECOND: Heather Wills

VOTE NAY:

**18. RE-CONVENE**

STATEMENT: "Motion to ~~Adjourn~~  
**reconvene.**"

TIME: 5:49PM

MOTION: Jan Rathburg  
VOTE YEA: 6

SECOND: Heather Wills  
VOTE NAY: 0

DISCUSSION: Laura Fromwiller updated the Board on getting a debit card instead of a credit card. Library attorney, Anne Seuryneck, discovered that use of a debit card is not specifically prohibited, so it could be argued that it may be used. Further communication between the Library attorney and the Township attorney is taking place before we get a decision.

**19. ADJOURN**

STATEMENT: "Motion to Adjourn."

TIME: 5:50PM

MOTION: Jan Rathburg  
VOTE YEA: 6

SECOND: Heather Wills  
VOTE NAY: 0

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