

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting March 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

PRESENT

ABSENT W/ NOTICE

ABSENT

NAME: Gault

NAME: Hagen

NAME: Rathburg

NAME: Taylor

NAME: Wills

Student Liaison: Salter

4. AGENDA

CHANGES: Addition of "9.1 By-Laws"

STATEMENT: "Motion to approve agenda as revised."

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

5. MINUTES

CHANGES: Correction of STATEMENT on item 18. **RE-CONVENE** to read as "Motion to reconvene."

DATE: February 22, 2022

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

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: 2 in attendance. No comments.

7. FINANCIAL REPORT

7.4 Approve expenses paid for February 2022

DATE: February 2022

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for February 2022 in the amount of \$64,051.03."

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: Roll Call; 5

VOTE NAY: 0

7.5 Budget Amendments

DISCUSSION: This covers the addition of an income and an expense account for the \$10,000 NEH Grant. All funds will be received and spent in 2022.

STATEMENT: "Motion to approve the proposed amendments as presented"

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: Roll Call; 5

VOTE NAY: 0

8. COMMUNICATION

DISCUSSION: None

9. UNFINISHED BUSINESS

9.1 By-Laws

DISCUSSION: See 12.8 Ad Hoc Committees

10. NEW BUSINESS

10.1 Library Closure- October 10, 2022 Staff In-Service Day

DISCUSSION: L. Fromwiller requests for the Library to be closed to the public on Monday, October 10, 2022 for a staff in-service day. This will be an opportunity for the staff to do Strength Finding training and become more familiar with each other. The Board is welcome to attend the training and take this opportunity to introduce themselves to staff.

STATEMENT: "Motion to approve closing the Library on October 10, 2022 for a Staff In-Service Day."

MOTION: H. Wills

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY: 0

10.2 Revised Proctoring Policy

DISCUSSION: The changes being made is to update the "Adult Services Department" wording in the policy to "Public Services Staff".

STATEMENT: "Motion to approve the Proctoring policy as presented"

MOTION: J. Taylor

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

10.3 REVISED WORK-9 Dress Code Guidelines

DISCUSSION: L. Fromwiller presents the policy with the removal of "Cropped Pants" from the not appropriate clothing list at staff's request.

STATEMENT: "Motion to approve WORK-9 Dress Code Guidelines as presented"

MOTION: C. Gault

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

10.4 REVISED Pay Grade Scale

DISCUSSION: The Budget and Fund Balance Committee (C. Gault and J. Taylor) present a memo documenting reasoning and making recommendations to: increase each step on the Pay Grade Scale by 4% excluding director, with an additional starting \$1 increase for Library Assistants; create an additional Library Assistant position to start May 15, 2022; and move \$30,000 from Contingencies to the Staff/Fringe Benefits cost center to cover these changes for budget year 2022.

STATEMENT: "Motion to approve the revised Pay Grade 2022 Chart to take effect with pay period beginning May 29, 2022, adding a new part-time Library Assistant position to take effect May 15, 2022, and to move \$30,000 from account 941.000 Contingencies to Cost Center 09 – Staffing/Fringe Benefits."

MOTION: H. Wills

SECOND: S. Hagen

VOTE YEA: **Roll Call**; 5

VOTE NAY: 0

10.5 Library Assistant Position

DISCUSSION: See Discussion of 10.4 REVISED Pay Grade Scale

11. STRATEGIC PLAN UPDATE

DISCUSSION: 58.1% of the Strategic Plan has been completed and a further 30.6% is currently in progress. S. Hagen is interested in helping with objective 3.2 creating a home school committee. C. Gault asks that the staff Outreach team from objective 6.5 has open communication with the Board Advocacy team from objective 1.5 to ensure work is not overlapping.

12. COMMITTEE REPORT

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

DISCUSSION: Committee recommends that an engineering company is hired to oversee the project and work with the Board for best results. The committee will contact/search for engineering companies and get bids for contracts. C. Gault asks if an RFP will be created for the engineering companies. Committee will discuss it at next meeting on March 31, 2022.

12.2 Professional Development (Rathburg, Wills)

DISCUSSION: H. Wills recommends a United for Libraries webinar on Intellectual Freedom. The webinar takes place on March 29 and 31, 2022.

12.3 Friends Liaison (Rathburg, Taylor)

DISCUSSION: J. Taylor reads notes from J. Rathburg about the last FOL Meeting. The bookstore will be going through the relocation soon. The FOL are discussing a book sale during the M-15 Heritage Garage Sale. There will be an Easter Basket raffle.

12.4 Student Liaison (Cole, Hagen)

DISCUSSION: Student Liaison Taylor Salter will be attending the next Township meeting to introduce herself and her role with the Library. T. Salter also has been working with the High School teachers to send out library communication to all students.

12.5 Advocacy (Gault, Hagen)

DISCUSSION: The committee recommends that after the Primary elections, the Library should ask candidates to visit and meet and greet the community. This will help open up relationships with candidates.

12.6 Budget and Fund Balance (Gault, Taylor)

DISCUSSION: The committee is currently reviewing technology security policies. C. Gault asks that Board members also sign bi-weekly payroll reports when signing the Check Register for bills.

12.7 Evaluations (Cole, Wills)

DISCUSSION: The committee is working with S. Quick on the Board Evaluations. Also, the Director will have a 6 month review, instead of a 90 day evaluation.

12.8 Ad-Hoc Committees

DISCUSSION: V. Cole recommends creating two new ad-hoc committees: By-Laws Research Committee with C. Gault and H. Wills assigned; and Trustee Recruitment Committee with V. Cole and S. Hagen assigned.

STATEMENT: "Motion to approve the assignment of C. Gault and H. Wills to the ad-hoc By-Laws Research Committee and the assignment of V. Cole and S. Hagen to the ad-hoc Trustee Recruitment Committee"

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: 5

VOTE NAY: 0

DISCUSSION: C. Gault asks Board members to review the Board By-Laws and send any questions or recommended changes to the committee.

13. DIRECTOR'S REPORT

DISCUSSION: Had a quarterly all-staff meeting in early March. Teen room is coming along with furniture and paint chosen.

13.1 Staff Reports

DISCUSSION: Once the grant funds for the cost for Hotspots for patrons has been used, the continuing cost has already been budgeted through 2022.

The \$500 credit with Scholastic (from an accounting error in the early days of the 2020 Shut-Down) has been used to purchase Summer Reading prizes.

13.2 Library Statistics

DISCUSSION: None

14. CALENDAR REVIEW

DISCUSSION: April: Approve Audit

15. PUBLIC COMMENT

DISCUSSION: None

16. ON HOLD

17. ITEMS FOR NEXT AGENDA

SUBJECT: Policy Review Schedule

SUBJECT:

19. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: H. Wills

VOTE YEA: 5

TIME: 6:06PM

SECOND: C. Gault

VOTE NAY: 0

**Next Meeting:
April 26, 2022 5:00 pm
Community Room**