

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting April 26, 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: J. Taylor

SECOND: C. Gault

VOTE YEA: 6

VOTE NAY: 0

5. MINUTES

CHANGES: 10.4 REVISED Pay Grade Scale was a "Roll Call" vote

DATE: March 22, 2022

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

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: 6

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: 1 in attendance. No comments.

7. FINANCIAL REPORT

7.1 2021 Audit

DISCUSSION: Auditor Ian Rees from Gabridge & Company presented the 2021 Audit report and clarified questions from the Board. He also explained the Comments and Recommendation letter from Gabridge and what the Library needs to do at year end.

STATEMENT: "Motion to approve the 2021 Audit Report as presented"

MOTION: J. Taylor

SECOND: H. Wills

VOTE YEA: Roll Call; 6

VOTE NAY: 0

7.5 Approve expenses paid for March 2022

DATE: March 2022

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for March 2022 in the amount of \$98,458.20."

MOTION: J. Taylor

VOTE YEA: Roll Call; 6

SECOND: H. Wills

VOTE NAY: 0

7.5 Budget Amendments

DISCUSSION: Showed the previous Board approved amendments to the 2022 budget.

8. COMMUNICATION

8.1 Letter from US Representative Elissa Slotkin

DISCUSSION: Letter from Representative Slotkin was kudos to BTPL for "...being selected as one of 200 libraries nationwide for the America Library Association's American Rescue Plan: Humanities Grants for Libraries." The Board echoed these compliments specifically to S. Quick and A. Waldie for applying to the Grant.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Meeting Minutes Format

DISCUSSION: S. Hagen suggest removing the Discussion portion of the Board Meeting Minutes as they are not required. This information came from a United for Libraries webinar on Parliamentary procedure and Robert's Rules of Order.

J. Rathburg recommends the forming of an ad-hoc committee to make recommendations on improving the running of Board meetings and the minutes. V. Cole assigns J. Rathburg, S. Hagen, and J. Taylor to this committee.

STATEMENT: "Motion to approve the ad-hoc committee on Meeting Changes of J. Rathburg, S. Hagen, and J. Taylor."

MOTION: C. Gault

VOTE YEA: 6

SECOND: H. Wills

VOTE NAY: 0

10.2 Display Spaces and Bulletin Board Policy

DISCUSSION: The revisions to the Policy and Application are to include the upcoming art exhibit area for local artists the staff Art Committee has found.

STATEMENT: "Motion to approve the Display Spaces and Bulletin Board Policy and Application for Exhibit/Display Space as presented"

MOTION: H. Wills

VOTE YEA: 6

SECOND: C. Gault

VOTE NAY: 0

10.3 Application for Exhibit/Display Space

DISCUSSION: See Discussion and Statement of 10.2 Display Spaces and Bulletin Board Policy

11. COMMITTEE REPORT

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

DISCUSSION: Committee spoke with local libraries about projects and engineering companies. Only 2 engineering companies were used by the three libraries with recent work. Committee will reach out to these companies for job details and bids for work. C. Gault will forward any email received last year from other engineering companies.

11.2 Ad-Hoc By-Laws (Gault, Wills)

11.2.1 REVISED Bylaws- Including Appendix I (Director Candidates Checklist, Staff & Board Survey, Questions for References, Interview Questions, Director Interview Rubric, Director Hiring Process) AND Appendix II (Trustee Interview Questions/Rubric, Trustee Appointment Process)

DISCUSSION: Revisions included: editing the agenda order for meetings, removing the option of virtual attendance, and adding Appendix I, concerning hiring a director, and Appendix II, concerning choosing an interim trustee. This will be further discussed at May's Board Meeting.

11.2.2 ALA/United for Libraries Ethics Statement for Trustees

DISCUSSION: Some concerns were raised about the statement and will be reviewed and further discussed at May's Board Meeting.

11.2.3 Bill of Rights

DISCUSSION: This will be further discussed at May's Board Meeting.

11.3 Ad-Hoc Trustee Recruitment (Cole, Hagen)

DISCUSSION: No report

11.4 Professional Development (Rathburg, Wills)

DISCUSSION: Committee recommends United for Libraries webinars for further education about many subjects.

11.5 Friends Liaison (Rathburg, Taylor)

DISCUSSION: The Book Store has found its new home across the hall. FOL donated \$450 for summer reading. There will be a Donate button on BTPL website with funds going to the FOL.

11.6 Student Liaison (Cole, Hagen)

DISCUSSION: No report; Student liaison not in attendance.

11.7 Advocacy (Gault, Hagen)

DISCUSSION: Committee will be working with Staff Outreach Committee for possible Meet the Candidates nights.

11.8 Budget and Fund Balance (Gault, Taylor)

DISCUSSION: No report

11.9 Evaluations (Cole, Wills)

DISCUSSION: First draft of the Directors 6 month evaluation will be brought to the Board next month. The Committee will meet with L. Fromwiller to discuss procedure. The plan is to have the evaluation go out after approval in the June Board meeting and have results back for the July meeting.

12. DIRECTOR'S REPORT

DISCUSSION: For a uniform look for staff outreach, BTPL t-shirts will be ordered for staff and Board. More information is needed concerning the Villages communication with MDOT about temporary access to the Library from M-15.

12.1 Staff Reports

DISCUSSION: The Library partnership with Parks and Rec for serving food at a movie night in the park should be looked over with the attorney about liability.

The Board expressed great appreciation for the staff and all they do.

12.2 Library Statistics

DISCUSSION: None

13. CALENDAR REVIEW

DISCUSSION: May: Nothing

14. PUBLIC COMMENT

DISCUSSION: None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: By-Laws

SUBJECT: Director Evaluation

SUBJECT: Collections Policy (waiting for attorney feedback)

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: C. Gault

VOTE YEA: 6

TIME: 7:00PM

SECOND: S. Hagen

VOTE NAY: 0

**Next Meeting:
May 24, 2022 5:00 pm
Community Room**