

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting May 24, 2022 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

NAME: Verna Cole

TIME: 5:01PM

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. Rathburg

SECOND: C. Gault

VOTE YEA: 5

VOTE NAY: 0

5. MINUTES

CHANGES: None

DATE: April 26, 2022

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

MOTION: H. Wills

SECOND: S. Hagen

VOTE YEA: 5

VOTE NAY: 0

6. CALL TO AUDIENCE

DISCUSSION: None in attendance

7. FINANCIAL REPORT

7.4 Approve expenses paid for April 2022

DATE: April 2022

DISCUSSION: None

STATEMENT: "Motion to approve the expenses paid for April 2022 in the amount of \$86,983.90."

MOTION: H. Wills

SECOND: J. Rathburg

VOTE YEA: Roll Call; 5

VOTE NAY: 0

8. COMMUNICATION

8.1 Thank You note from BGYA

DISCUSSION: Note was thanking L. Fromwiller for attending the Youth Recognition Ceremony and the Library as a whole for the continued support.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

DISCUSSION: Starting in June, L. Fromwiller will send out a selection of Library Policies for the Board to review each month. Any recommended changes will be brought to the next meeting for discussion and a vote.

11. COMMITTEE REPORT

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

DISCUSSION: 8 engineering companies have been contacted for quotes on their offered services. They have until June 3 to provide them. The Committee will then review and bring a recommendation to the Board at the June Meeting. V. Cole will also forward the letter sent to the engineers to the rest of the Board.

11.2 Ad-Hoc Meeting Changes (Rathburg, Hagen, Taylor)

11.2.1 Recommendations for meeting Minutes

DISCUSSION: The committee provided a list of recommended changes to the meeting minutes concerning sections: Agenda, Minutes, Voting, and Adjournment. Clarification was asked for concerning the Discussion section.

STATEMENT: "Motion to accept the Recommendations for New Format for Meeting Minutes as planned."

MOTION: S. Hagen

SECOND: H. Wills

AMENDMENT: "Motion to accept the Recommendations for New Format for Meeting Minutes and to eliminate the Discussion item on future minutes."

MOTION: C. Gault

SECOND: J. Rathburg

VOTE YEA: 5

VOTE NAY: 0

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

11.3.1 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: Concerns were raised about the inclusion of the United for Libraries Ethics Statement for Trustees and about voting on the Bylaws when all Trustees are not present. The Ethics Statement inclusion was agreed upon as any changes by United for Libraries to this Statement doesn't require an update or revision to the BTPL Bylaws.

STATEMENT: "Motion to approve the Bylaws for the BTPL Board of Trustees as submitted on May 24, 2022."

MOTION: J. Rathburg

SECOND: C. Gault

VOTE YEA: 4

VOTE NAY: 1

11.3.2 ALA/United for Libraries Ethics Statement for Trustees

DISCUSSION: This referenced in the Bylaws. See Discussion above.

11.3.3 Bill of Rights

DISCUSSION: This referenced in the Bylaws. See Discussion above.

11.4 Ad-Hoc Trustee Recruitment (Cole, Hagen)

DISCUSSION: On hold and will resume recruitment in 2023 for the 2024 elections.

11.5 Professional Development (Rathburg, Wills)

DISCUSSION: The Library's, Staff's, and Trustee's MLA memberships have been renewed. The Board is reminded that many webinars are recorded and sent to registrants later if you are not able to attend the live webinar.

11.6 Friends Liaison (Rathburg, Taylor)

DISCUSSION: The FOL has agreed that they will give the Library a lump sum in January of each year to be spent at the Library's discretion.

11.7 Student Liaison (Cole, Hagen)

DISCUSSION: No report; Student liaison will resume duties at the start of summer.

11.8 Advocacy (Gault, Hagen)

DISCUSSION: Committee has sent out action notices. Board was reminded to add personal notes to communication with their reps as it is more likely to get a response.

11.9 Budget and Fund Balance (Gault, Taylor)

DISCUSSION: Committee has been looking into the Library's IT services and recommends that the Library's IT Contract be updated and incorporates all that the current contractor does. Committee will start looking into the 2023 Budget after the next meeting.

11.10 Evaluations (Cole, Wills)

11.10.1 Director Evaluation Form

DISCUSSION: Committee clarified that each main section will be receiving a 1-5 grade scale and a place for a narrative. The provided questions are prompts for the section and don't necessarily have to be answered. C. Gault had recommendations for more questions. The Evaluation will be voted on next month and sent out in July.

12. DIRECTOR'S REPORT

DISCUSSION: The Board asked for an update concerning the HVAC unit for the Adult Dept. Goyette has provided a repair quote and is also looking into the cost and timing for a replacement but there are no updates as of today.

12.1 Staff Reports

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

12.2 Library Statistics

DISCUSSION: None

13. CALENDAR REVIEW

DISCUSSION: June: Strategic Plan Update

14. PUBLIC COMMENT

DISCUSSION: None

15. ON HOLD

16. ITEMS FOR NEXT AGENDA

SUBJECT: Policies Review

SUBJECT: Director Evaluation

SUBJECT:

17. ADJOURN

STATEMENT: "Motion to Adjourn."

MOTION: J. Rathburg

VOTE YEA: 5

TIME: 6:21PM

SECOND: H. Wills

VOTE NAY: 0

**Next Meeting:
June 28, 2022 5:00 pm
Community Room**