

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting July 26, 2022 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

TIME: 5:00pm

2. PLEDGE OF ALLEGIANCE

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 checked="" type="checkbox"/>	<input 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. APPROVAL OF THE AGENDA

CHANGES: 12.1 Job Descriptions and 12.2 Policies Review – WORK have been tabled until the August Meeting.

5. APPROVAL OF THE MINUTES

CHANGES:

DATE: June 28, 2022

Approval on hold until Minutes Format Ad-Hoc Committee (Rathburg, Hagen, Taylor) determine new format.

6. CALL TO AUDIENCE

7. DIRECTOR'S REPORT

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for June 2022

STATEMENT: "Motion to approve the expenses paid for June 2022 in the amount of \$105,883.57."

MOTION: H. Wills

SECOND: J. Rathburg

VOTE – ROLL CALL YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

9. COMMITTEE REPORT

9.1 Ad-Hoc Parking Lot (Cole, Wills, Fromwiller, Rocheleau)

9.1.1 Engineering Firm Recommendation

STATEMENT: "Motion to approve Proposal #4-1681 (Revision 2) from Nowak & Fraus Engineers as presented."

MOTION: H. Wills SECOND: J. Rathburg
VOTE – *ROLL CALL* YEA: Cole, Hagen, Rathburg, Taylor, Wills
NAY: Gault

9.2 Ad-Hoc Trustee Recruitment (Cole, Hagen)

9.3 Professional Development (Rathburg, Wills)

9.4 Friends Liaison (Rathburg, Taylor)

9.5 Student Liaison (Cole, Hagen)

9.6 Advocacy (Gault, Hagen)

9.7 Finance (Gault, Taylor)

9.7.1 Draft 2023 Budget

9.8 Evaluations (Cole, Wills)

9.8.1 Director Review Results- Closed Session Requested

STATEMENT: "Motion to move into closed session at 5:53pm."

MOTION: V.Cole SECOND: J. Taylor

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

CALL TO ORDER- RECONVENE

TIME: 7:23pm

STATEMENT: "Motion to approve the Director Review as discussed."

MOTION: C. Gault SECOND: H. Wills

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 Job Descriptions

STATEMENT: "Motion to approve the Reconsideration of Library Materials and Programs Policy and the Collection Development/Programming Guidelines as amended."

MOTION: H. Wills SECOND: J. Rathburg

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

12.2 Policies Review – WORK

STATEMENT: "Motion to accept the General (GEN) section of the Personnel Policies and Guidelines Manual as amended."

MOTION: H. Wills

SECOND: J. Taylor

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

12.3 Board of Trustees- Review of Trustee Handbook

12.4 Board Packets – Submission Deadline 10 days before meeting,
Packet distributed 6 days before meeting

STATEMENT: "Motion to approve the Board Packet schedule as presented."

MOTION: J. Rathburg

SECOND: H. Wills

AMENDED STATEMENT: "Motion to approve the Board Packet schedule as revised and the acceptance of late submissions with the Board President's approval."

MOTION: C. Gault

SECOND: J. Taylor

VOTE – *ROLL CALL* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills

NAY:

13. Staff Reports

13.1 Library Statistics

14. CALENDAR REVIEW- August: Approve Millage Rate/Budget
Start Board Evaluation

15. PUBLIC COMMENT

16. ON HOLD

17. ITEMS FOR NEXT AGENDA

- Policies Review – WORK
- Job Descriptions

18. ADJOURN

TIME: 7:46pm

**Next Meeting:
August 23, 2022
Public Hearing 4:45 pm
Regular Meeting 5:00 pm
Community Room**