

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting August 23, 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 type="checkbox"/>	<input checked="" 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: Addition of 11.1 Job Descriptions

STATEMENT: "Motion to approve the agenda as amended."

MOTION: H. Wills

SECOND: C. Gault

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

NAY:

5. APPROVAL OF THE MINUTES

CHANGES: 12.1 Job Descriptions and 12.2 Policies Review – WORK
Remove "STATEMENT", "MOTION", and "VOTE" sections.
Add "DISCUSSION: On hold until August meeting."

DATE: July 26, 2022

MOTION: H. Wills

SECOND: J. Taylor

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

NAY:

6. CALL TO AUDIENCE

SUMMARY: No audience

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Goyette Mechanical has received the compressors for the Adult Department HVAC unit and will begin work the week of August 22nd. Director spoke with NF Engineers and they are reviewing old plans and will be beginning survey soon. KNK Tree Service recently trimmed most tree on property and removed several. The Director attended the United for Libraries conference and will provide the Board links to the sessions for their review.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for July 2022

STATEMENT: "Motion to approve the expenses paid for July 2022 in the amount of \$82,868.01."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY:

9. COMMITTEE REPORT

9.1 Ad-Hoc Trustee Recruitment (Cole, Hagen)

SUMMARY: No report

9.2 Ad-Hoc Meeting Minutes Format (Hagen, Rathburg, Taylor)

SUMMARY: The committee decided that a "Summary" section will be added to each discussion item.

9.3 Professional Development (Rathburg, Wills)

SUMMARY: The United for Libraries conference was recently held and will provide links to the Board of each session for review. Sessions on intellectual freedom and policy management were specifically mentioned. The Michigan Library Association conference will be held in Port Huron this year. Two Board members are registered to attend. H. Wills will provide the link to MyVoteCounts seminar(s).

9.4 Friends Liaison (Rathburg, Taylor)

SUMMARY: FOL did not hold an August meeting. FOL was represented at a recent local farmers market.

9.5 Student Liaison (Cole, Hagen)

SUMMARY: Student Liaison Salter is looking into different teen programs for the Library to hold. The proposed research paper is being put on hold until October.

9.6 Advocacy (Gault, Hagen)

SUMMARY: Committee has reached out to Federal, State, and County candidates to invite them to a "Meet the Candidates" event. It is planned for October 11, 2022 from 6-8pm and will allow each candidate a brief time to speak and the community to ask some questions in a casual environment. The committee will work with the staff advocacy committee to promote and set up this event.

9.7 Finance (Gault, Taylor)

SUMMARY: The committee will meet again before the final 2023 budget approval in October.

9.8 Evaluations (Cole, Wills)

9.8.1 Board Evaluation Documents

SUMMARY: The evaluation will be in a similar format to the Directors Evaluation via Google Forms. The link will be provided this week and responses are due by September 2, 2022. Some suggested removals and adjustments were made.

STATEMENT: "Motion to approve the Annual Review – BTPL Board of Trustees as amended."

MOTION: C. Gault SECOND: J. Taylor

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

NAY:

10. COMMUNICATION

11. UNFINISHED BUSINESS

11.1 Job Descriptions

SUMMARY: On hold until Descriptions are back from the attorney.

12. NEW BUSINESS

12.1 Policies Review – WORK

SUMMARY: No changes were made to WORK 1 through WORK 5. Minor formatting and additional changes were made to WORK 6 through WORK 10. A few other changes were made during the meeting.

STATEMENT: "Motion to approve the WORK policies as amended."

MOTION: H. Wills SECOND: J. Taylor

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

NAY:

12.2 Unattended Children Policy

SUMMARY: The Policy has been completely overhauled. Children under 6 must have an adult in a program with them, while children under 12 must have an adult in the Library with them. A couple formatting edits were made during the meeting.

STATEMENT: "Motion to accept the Unattended Children Policy as amended."

MOTION: J. Taylor SECOND: H. Wills

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

NAY:

12.3 Policy Review Ad Hoc Committee

SUMMARY: Director Fromwiller suggests that a committee be created to review library policies before the revisions come to the Board. The Committee would consist of: L. Fromwiller, H. Wills, J. Rathburg, and K. Rocheleau. They would meet as needed.

STATEMENT: "Motion to create a Policy Review Committee as discussed."

MOTION: J. Taylor SECOND: H. Wills

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

NAY:

12.4 Change time of October Board Meeting to 4pm

SUMMARY: Due to a scheduling conflict with a programmer (that had been booked as virtual before meeting restrictions had been lifted), Director Fromwiller asks that the October 25, 2022 Board Meeting be moved to 4pm.

STATEMENT: "Motion to change the meeting time of the October 25, 2022 to 4pm."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY:

13. Staff Reports

Written Report was submitted

13.1 Library Statistics

14. CALENDAR REVIEW- September: Strategic Plan Update

15. PUBLIC COMMENT

SUMMARY: No comment

16. ON HOLD

17. ITEMS FOR NEXT AGENDA

- IT Contract
- Job Descriptions
- Annual Report
- Board Evaluation Results

18. ADJOURN

TIME: 5:59pm

**Next Meeting:
September 27, 2022
Regular Meeting 5:00 pm
Community Room**