

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting October 25, 2022 at 4:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

TIME: 4:00PM

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. APPROVAL OF THE AGENDA

5. APPROVAL OF THE MINUTES

DATE: September 27, 2022

6. CALL TO AUDIENCE

SUMMARY: One staff member present

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: A new intern from Michigan Works started her internship. The "Meet the Candidates" night was successful. As the CPR/AED training was canceled during the Staff in-service day, the Library is looking for other sources for the training.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for September 2022

STATEMENT: "Motion to approve the expenses paid for September 2022 in the amount of \$84,385.17."

MOTION: H. Wills

SECOND: J. Rathburg

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

NAY: 0

8.5 Budget Amendments

SUMMARY: There is a recommendation that income line 696.000 Appropriated Fund Balance and expense line 932.000 Parking Lot Engineers be created to

cover the 2022 expenses from Noawak Fraus (NF). NF estimates that approximately \$25,000 of the overall project will be spent this year. To keep a balanced budget, this amount will be taken from the fund balance to cover these expenses.

STATEMENT: "Motion to approve the recommended budget amendments of accounts 932.000 and 696.000 in the amount of \$25,000."

MOTION: J. Taylor SECOND: H. Wills

VOTE – *ROLL CALL* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

9. COMMITTEE REPORT

9.1 Ad-Hoc Trustee Recruitment (Cole, Hagen)

SUMMARY: No report until after the election.

9.2 Ad-Hoc Policies (Rathburg, Wills, Fromwiller, Rocheleau)

9.2.1 Policies Review – PERF

SUMMARY: V. Cole requests that trustees continue to use Form PERF-2 Performance Development Credit Hours when taking any training and share it with the other trustees. Discussion was had regarding PERF-1 Positions and Standards Policy- 1.C about if the library board should approve all job descriptions or only the library directors.

STATEMENT: "Motion to revise PERF-1 Positions and Standards Policy- 1.C to read "All job descriptions are approved by the library board.""

MOTION: C Gault SECOND: J. Taylor

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

SUMMARY: Edit in PERF-2 Professional Development Policy "1.F"- spell out the acronym "GSA".

STATEMENT: "Motion to approve PERF-2, PERF-3, and PERF-4 as changed."

MOTION: C Gault SECOND: H. Wills

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

9.3 Professional Development (Rathburg, Wills)

SUMMARY: No Report

9.4 Friends Liaison (Rathburg, Taylor)

SUMMARY: FOL thanks the Library for their thanks during the Friends of the Library Appreciation month. FOL officer elections are in December. The Christmas Basket Auction will be ready at the end of November. Various ideas for growing the FOL membership were discussed.

9.5 Student Liaison (Cole, Hagen)

SUMMARY: No Report

9.6 Advocacy (Gault, Hagen)

SUMMARY: The "Meet the Candidates" night was very successful. There were approximately 40 attendees and many thanks were given for hosting the event.

9.7 Finance (Gault, Taylor)

9.7.1 2023 Cost Center Budget

SUMMARY: Even with the current concerns on property tax values and the financial market, the committee is confident in the presented 2023 budgeted income and expenses.

STATEMENT: "Motion to approve the 2023 Cost Center Budget as presented."

MOTION: H. Wills SECOND: S. Hagen

VOTE – *ROLL CALL* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

9.8 Evaluations (Cole, Wills)

SUMMARY: No Report

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 Review MLA Conference – Jan and Verna

SUMMARY: J. Rathburg and V. Cole spoke about the many sessions they attended and learned from. The topics included: board unification, student liaisons, strategic planning, funding opportunities, information distribution, and 1st amendment rights.

12.2 Library Calendar

SUMMARY: The 2023 Library Calendar includes the days the library is closed for holidays and/or training and the days of the regular Board meetings. Due to a scheduling conflict H. Wills requests that the 2023 November board meeting be held a week earlier.

STATEMENT: "Motion to change the November board meeting date from the 28th to the 21st for 2023."

MOTION: H. Wills SECOND: S. Hagen

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

STATEMENT: "Motion to approve the 2023 Library Calendar as revised."

MOTION: J. Taylor SECOND: H. Wills

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

12.3 Early holiday closure on November 23, 2022 (5pm)

SUMMARY: In past years on the Wednesday before Thanksgiving, the library closed at 5pm. This was not on the 2022 calendar because the hours before

