

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting September 27, 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**

	<b>PRESENT</b>	<b>ABSENT W/ NOTICE</b>	<b>ABSENT</b>
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**

**5. APPROVAL OF THE MINUTES**

DATE: August 23, 2022 Public Hearing

**6. APPROVAL OF THE MINUTES**

DATE: August 23, 2022

**7. CALL TO AUDIENCE**

SUMMARY: **Welcome**

**8. DIRECTOR'S REPORT**

Written Report was submitted

SUMMARY: Adding that the Director got a call from Goyette 20 mins before the Board meeting. They will be at library at 8 am to (possibly) finish the job.

**9. FINANCIAL OFFICER'S REPORT**

9.4 Approve expenses paid for August 2022

STATEMENT: "Motion to approve the expenses paid for August 2022 in the amount of \$107,472.42."

MOTION: Jay Taylor

SECOND: Heather Wills

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

NAY: 0

**10. COMMITTEE REPORT**

10.1 Ad-Hoc Trustee Recruitment (Cole, Hagen)

SUMMARY: We will look into that early next year

## 10.2 Ad-Hoc Policies (Rathburg, Wills, Fromwiller, Rocheleau)

### 10.2.1 Policies Review - PAY

SUMMARY: No major changes other than numbering of format. Pg 22 need to change "up to 12 hours", it should be "8 to 12 hours". Second sentence needs to be "meal period". Page 23 1B second line ", m" to reflect a small m. #3 should say "a member of the Board" not president.

STATEMENT: Motion to approve the Pay Policies as amended

MOTION: C Gault                      SECOND: H. Wills

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

NAY: 0

## 10.3 Professional Development (Rathburg, Wills)

SUMMARY: V. Cole and J. Rathburg will attend Oct 19-21 for MLA conference in Port Huron

## 10.4 Friends Liaison (Rathburg, Taylor)

SUMMARY: use Square to pay dues and donate to Friends on website, once dues are paid they get a perk or coupon. September sales going well. Themed baskets for holidays. Lions club in January will do eye testing and id cards for children at library. A summary will start being part of the board packet. Balance \$15,732.75

## 10.5 Student Liaison (Cole, Hagen)

SUMMARY: Research paper on for the next month. Focus on library programs success and fail rate. Teen trends. Taylor is the president of the ITS program (theater kids) was started back up at the HS. Maybe something like a joint program, like a workshop with the little kids. She will get back with the board on someone interested in being the library Student Liaison next year.

## 10.6 Advocacy (Gault, Hagen)

SUMMARY: Oct 11<sup>th</sup> at 6:00-8:00 pm meet the candidates at the library.

## 10.7 Finance (Gault, Taylor)

SUMMARY: looking at budget one more time. It will be presented at the October meeting. If you have concerns let Cheryl know before 10/13/22

## 10.8 Evaluations (Cole, Wills)

### 10.8.1 Board Evaluation Results

SUMMARY: Review of the Areas of Suggested Improvement from Board Review.

## **11. COMMUNICATION**

## **12. UNFINISHED BUSINESS**

## **13. NEW BUSINESS**

### 13.1 IT Contract- Microtech



**October 25, 2022**  
**Regular Meeting 4:00 pm**  
**Community Room**