

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting November 22, 2022 at 5:00 p.m.
304 South Street
Ortonville, MI 48462
Community Room

1. CALL TO ORDER

TIME: 5:01PM

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

4. APPROVAL OF THE AGENDA

SUMMARY: No Changes

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

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

5. APPROVAL OF THE MINUTES

DATE: November 15, 2022 Special Meeting

SUMMARY: No Changes

STATEMENT: "Motion to approve the November 15, 2022 Special Meeting Minutes as presented."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

6. CALL TO AUDIENCE

SUMMARY: One staff member present

7. ELECTION OF OFFICERS

SUMMARY: C. Gault presented a slate of nominations as shown below. No other nominations were put forth.

SLATE: J. Rathburg for President

H. Wills for Vice President

J. Taylor for Financial Officer

S. Hagen for Secretary

STATEMENT: "Motion to accept the slate as presented."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

SUMMARY: The appointed officers immediately begin their new positions.

8. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Director brought to the Board's attention: the new proposed logo, the change in the Health Insurance plan coverage, that Nowak & Fraus (parking lot engineers) will be attending the December 20, 2022 Board Meeting to update the status of the project.

Concerns were raised by some Trustees about the funding plan for the Library of Things and the process of choosing a new logo. More discussion is needed.

9. FINANCIAL OFFICER'S REPORT

9.4 Approve expenses paid for October 2022

STATEMENT: "Motion to approve the expenses paid for October 2022 in the amount of \$103,333.85."

MOTION: C. Gault

SECOND: S. Hagen

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

NAY: 0

9.5 Budget Amendments

SUMMARY: No Changes

10. COMMITTEE REPORT

10.1 Ad-Hoc Trustee Recruitment (Cole, Hagen)

SUMMARY: No report.

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

10.2.1 Policies Review – PERF 1

SUMMARY: This policy was not wholly approved during the last meeting; only Board changes were approved.

STATEMENT: "Motion to approve PERF-1 Positions and Standards Policy as presented."

MOTION: H. Wills

SECOND: V. Cole

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

NAY: 0

10.2.2 Policies Review – BENA

SUMMARY: These policies with the proposed changes are currently being reviewed by the library's attorney.

It is recommended by the Board that BENA-1 Workers' Compensation Insurance Policy- #2, ends with "if not covered by Workers' Comp."

STATEMENT: "Motion to approve BENA policies, pending attorney approval, as amended."

MOTION: H. Wills SECOND: J. Taylor

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

10.3 Professional Development (Rathburg, Wills)

SUMMARY: No Report

10.4 Friends Liaison (Rathburg, Taylor)

Written Report was submitted

SUMMARY: L. Fromwiller clarified some questions about the FOL sponsoring 2 children for the Imagination Library, as well as overall community funding for the program.

10.5 Student Liaison (Cole, Hagen)

SUMMARY: The committee will be looking at reevaluating this program and working with the staff organized Teen Advisory Board (TAB) for participation.

10.6 Advocacy (Gault, Hagen)

SUMMARY: The committee met with the staff advocacy committee about the short outreach video highlighting services the library offers. There is a February timeline for completion.

10.7 Finance (Gault, Taylor)

SUMMARY: The library is nearing fiscal year end.

10.8 Evaluations (Cole, Wills)

SUMMARY: No Report

11. COMMUNICATION

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. STAFF REPORTS

Written Report was submitted

SUMMARY: The Board is excited about the great numbers for programs, the StoryTime Room being opened for in-reach, and many other great things they read in the report.

14.1 Library Statistics

SUMMARY: Starting in January of 2023, the Board would like to see comparisons between each month in 2022 and 2023.

15. CALENDAR REVIEW- December – Strategic Plan Update
Fiscal Year Ends

16. PUBLIC COMMENT

SUMMARY: None

17. ON HOLD

- Job Descriptions

18. ITEMS FOR NEXT AGENDA

- Nowak & Fraus update

19. ADJOURN

TIME: 6:18PM

**Next Meeting:
December 20, 2022
Regular Meeting 5:00 pm
Community Room**