

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting December 20, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Liaison: Salter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. APPROVAL OF THE AGENDA

SUMMARY: No Changes

5. APPROVAL OF THE MINUTES

DATE: December 1, 2022 Special Meeting
SUMMARY: No Changes

6. CALL TO AUDIENCE

SUMMARY: One staff member present, engineer for Nowak and Fraus

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Director brought to the Board's attention: the enjoyment staff, Board, and FOL had at the Christmas in the Village parade and the MMRMA refund of a \$2,990 (a distribution of the excess net assets).

The Director also included a heat map of the average hourly traffic in and out of the building.

8. NOWAK & FRAUS- REPORT/UPDATE ON PARKING LOT

SUMMARY: Paul Tulikangas of Nowak & Fraus presented the first rough draft of the Site Plan Documents and Project Manual for the parking lot replacement. He explained the proposed engineering additions and modifications to help with drainage issues, the estimated construction timeline, and assured the Library that they would receive blueprint documents when the plan has been finalized. This was only the first draft of these documents. Once finished, they will come back to the board for approval before being sent out to construction companies.

9. FINANCIAL OFFICER'S REPORT

9.4 Approve expenses paid for November 2022

STATEMENT: "Motion to approve the expenses paid for November 2022 in the amount of \$86,025.08."

MOTION: C. Gault

SECOND: S. Hagen

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

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 – BENR 1-3

SUMMARY: As the committee found that there were only two grammatical changes needed in these policies, they were not presented to the board.

The board would like to see policies whether there are proposed changes or not. BENR 1-3 will be brought to the next meeting.

10.3 Professional Development (Rathburg, Wills)

SUMMARY: No Report

10.4 Friends Liaison (Rathburg, Taylor)

Written Report was submitted

SUMMARY: New officers were voted in. FOL is working with S. Quick on book sale vouchers for new FOL members. The Silent Auction was a success.

10.5 Student Liaison (Cole, Hagen)

SUMMARY: No Report

10.6 Advocacy (Gault, Hagen)

SUMMARY: Committee is working with staff on a short promotional video about the Library and its services to be shown around the community.

10.7 Finance (Gault, Taylor)

SUMMARY: No Report

10.8 Evaluations (Cole, Wills)

SUMMARY: Committee met and is planning on bringing a proposed Directors Evaluation to the January meeting. They hope to complete it by February.

11. COMMUNICATION

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Ad Hoc Parking Lot Committee

SUMMARY: J. Rathburg proposed to re-form the Ad Hoc Parking Lot Committee to meet and review all documentation concerning the parking lot project. The committee will then report at least monthly to the whole Board. The committee will consist of V. Cole, H. Wills, L. Fromwiller, and K. Rocheleau.

14. STRATEGIC PLAN UPDATE

Written Report was submitted

SUMMARY: 61/62 objectives have been completed. The last objective will be done by June 2023.

S. Quick presented a proposal for the next strategic plan. This will be conducted and planned in-house and will cover 2024-26.

15. STAFF REPORTS

Written Report was submitted

SUMMARY: The Board is thankful for all the hard work staff has done.

15.1 Library Statistics

16. CALENDAR REVIEW- January – Fiscal Year Begins

17. PUBLIC COMMENT

SUMMARY: None

18. ON HOLD

- Job Descriptions

19. ITEMS FOR NEXT AGENDA

- Directors Evaluation
- BENR Policies

20. ADJOURN

TIME: 7:07PM

**Next Meeting:
January 24, 2023
Regular Meeting 5:00 pm
Community Room**