

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting January 24, 2023 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 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"/>

**4. APPROVAL OF THE AGENDA**

SUMMARY: No Changes

**5. APPROVAL OF THE MINUTES**

DATE: January 17, 2023 Special Meeting

SUMMARY: 6. Nowak & Fraus Project Manual and Site Plan Document,  
SUMMARY, second bullet point- change "they" to "the"

STATEMENT: "Motion to approve the minutes for the January 17, 2023 Special Meeting as revised."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

**6. CALL TO AUDIENCE**

SUMMARY: 6 students with OTV

**7. DIRECTOR'S REPORT**

Written Report was submitted

SUMMARY: Points of discussion: the staff annual evaluations are in progress, the boiler pumps have been replaced but some additional work is needed on the pipe valves (estimated \$1500), a Library of Things committee of staff and board has been created, parking lot bids must be submitted by February 3, and a personal credit card has been secured by the Director for library use.

**8. FINANCIAL OFFICER'S REPORT**

8.4 Approve expenses paid for December 2022

STATEMENT: "Motion to approve the expenses paid for December 2022 in the amount of \$128,727.87."

MOTION: H. Wills

SECOND: S. Hagen

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

NAY: 0

#### 8.5 2022 Budget Amendments

SUMMARY: No Changes

### 9. COMMITTEE REPORT

#### 9.1 Ad-Hoc Parking Lot (Cole, Wills, Fromwiller, Rocheleau)

SUMMARY: Nowak & Fraus have sent out the project manual and bids must be submitted by February 3, 2023.

#### 9.2 Ad-Hoc Trustee Recruitment (Cole, Hagen)

SUMMARY: No report.

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

##### 9.3.1 Policies Review – BENR

SUMMARY: BENR 1, 2, 3, and 7 have no changes in them. BENR 4 and 5 will be put on hold until after the courts (dis)approve the changes concerning sick leave. BENR 6 and 8 have recommended changes.

STATEMENT: "Motion to approve BENR 1, 2, 3, 6, 7, and 8 as presented."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

#### 9.4 Professional Development (Rathburg, Wills)

SUMMARY: J. Rathburg will forward an email to the Board about upcoming Library of Michigan training webinars available. H. Wills reminded the Board of the forwarded email from S. Quick of training opportunities through ARSL.

#### 9.5 Friends Liaison (Rathburg, Taylor)

Written Report was submitted

SUMMARY: FOL has an updated website (many thanks to S. Quick for implementing that). FOL is supporting the Battle of the Books competition that will take place on May 1, 2023.

#### 9.6 Student Liaison (Cole, Hagen)

SUMMARY: Taylor Salter has submitted her resignation as student liaison to the Board due to time constraints.

STATEMENT: "Motion to accept the resignation of Taylor Salter from the Board."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

### 9.7 Advocacy (Gault, Hagen)

SUMMARY: Committee met with staff committee and watched some parts of the short promotional video about the Library. Some recommendations were made. Staff will continue working on the video.

### 9.8 Finance (Gault, Taylor)

SUMMARY: With the probable minimum wage increase coming, wage changes are put on hold until a definitive amount has been determined. L. Fromwiller is looking into a new insurance coverage for full-time staff and the committee will review it before presenting to the whole Board. As stated in the Directors Report, L. Fromwiller obtained a personal credit card for Library use.

### 9.9 Evaluations (Cole, Wills)

SUMMARY: Committee submitted a proposed Director evaluation. C. Gault submitted additional questions to add to the form. The committee will email the Google Form link to the Board after approval. The Board will have 2 weeks to complete the form.

STATEMENT: "Motion to approve the Director 1 Year Review Form as amended."

MOTION: C. Gault                      SECOND: J. Taylor

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

NAY: 0

## **10. COMMUNICATION**

## **11. UNFINISHED BUSINESS**

## **12. NEW BUSINESS**

### 12.1 New Committee Assignments

SUMMARY: J. Rathburg and H. Wills submitted the new committee assignments for each Board member. The Board will serve on these committees through 2023. C. Gault will stay on as a third Finance Committee member through the beginning of the 2024 budget planning to aid newer members with the audit process.

## **13. STAFF REPORTS**

Written Report was submitted

SUMMARY: The Board discussed the patron donations to the library, the AED grant research, the success of the Teen Loot Boxes, and the UX Research Methods. The Board is appreciative of all the staff has done this month.

### 13.1 Library Statistics

## **14. CALENDAR REVIEW-** February – Review Board By-Laws

## **15. PUBLIC COMMENT**

SUMMARY: None

## **16. ON HOLD**

- Job Descriptions

**17. ITEMS FOR NEXT AGENDA**

- Directors Evaluation
- Board By-Laws

**18. ADJOURN**

TIME: 5:43PM

**Next Meeting:  
February 28, 2023  
Regular Meeting 5:00 pm  
Community Room**