

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting February 28, 2023 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NAME: Hagen	<input type="checkbox"/>	<input checked="" 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: Make item 9.9.1 Directors Evaluation Results – Closed Session
Requested an "Action Item"

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

MOTION: J. Rathburg

SECOND: J. Taylor

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

NAY: 0

5. APPROVAL OF THE MINUTES

DATE: February 13, 2023 Special Meeting

6. CALL TO AUDIENCE

SUMMARY: 1 staff, 4 students with OTV

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Points of discussion: new canvas Ortonville prints have been purchased and hung in the Community Room; Nowak & Fraus will have contracts ready soon with Allied Construction; held the first Library of Things committee meeting to discuss start of collection.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for January 2023

STATEMENT: "Motion to approve the expenses paid for January 2023 in the amount of \$117,108.34."

MOTION: J. Taylor

SECOND: V. Cole

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

NAY: 0

9. COMMITTEE REPORT

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

SUMMARY: L. Fromwiller is working with the DDA and Sheriff's Dept. to work out a plan for hosting programming and patron parking while the parking lot is being replaced. Nowak & Fraus will be sending the Library the contract booklet soon.

9.2 Ad-Hoc Trustee Recruitment (Hagen, Rathburg)

SUMMARY: No report. Trustees are asked to send J. Rathburg an email with any ideas or names for the committee to think about.

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

9.3.1 Policies Review – MISC

SUMMARY: The two MISC policies will be re-numbered and sections referenced that are not in the policy were removed from the Purchasing Policy. Minor tenses and grammatical fixes were addressed in meeting

STATEMENT: "Motion to adopt MISC 1 and 2 as amended."

MOTION: H. Wills

SECOND: J. Taylor

SUMMARY: V. Cole is concerned that legal changes in the past few years may have effected these policies and recommends that the attorney review them before approval.

AMENDED STATEMENT: "Motion to approve MISC 1 and 2 as amended pending attorney review."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

9.4 Professional Development (Cole, Gault)

SUMMARY: No report.

9.5 Friends Liaison (Cole, Hagen)

SUMMARY: C. Gault attended last FOL meeting and reported at the last special Board meeting.

9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: With R. Dobski's help, the Committee advertised on Library Facebook page to no avail. The next step, J. Rathburg will write up a summary of duties to place an "ad" in the summer newsletter for candidates. Afterwards, the committee will reevaluate this program.

9.7 Advocacy (Gault, Hagen)

SUMMARY: No report. The committee included a listing of local governmental representation from the county to the federal level.

9.8 Finance (Gault, Taylor, Wills)

SUMMARY: The committee met and discussed a quote from Goyette to replace one or two 10 ton HVAC unit(s) on the roof. There have been repeated issues in the past year with the unit heating the Community Room. The committee recommends replacing only one unit at this time. The project would commence after the parking lot project was completed.

STATEMENT: "Motion to allocate \$25,000 for the purchase of one 10-ton unit from Goyette."

MOTION: J. Taylor

SECOND: V. Cole

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

NAY: 0

SUMMARY: The Capital Replacement Plan is a few years outdated at this time and will be updated by the committee in a few months. L. Fromwiller will be presenting a new Paid Time Off Policy to the Finance and Policy Committees to include extra time for part-time staff. The Township Treasurer moved \$1 million of the Library's investment funds from the "Oakland County Investment Pool" to "Michigan CLASS". The audit will begin shortly as the accountants year-end adjustments have been made.

9.9 Evaluations (Rathburg, Wills)

SUMMARY: L. Fromwiller requested a closed session to discuss her annual review.

STATEMENT: "Motion to close this meeting to go into a closed session at 5:38pm."

MOTION: H. Wills

SECOND: V. Cole

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

NAY: 0

STATEMENT: "Motion to resume open meeting at 6:38pm."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

STATEMENT: "Motion to accept director's evaluation as written."

MOTION: H. Wills

SECOND: V. Cole

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

NAY: 0

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. STAFF REPORTS

Written Report was submitted

SUMMARY: The Board is grateful for all the programs and training the staff are taking part of. L. Fromwiller encourages Board to reach out to J. Cornea if they would like to record a reading for Dial-A-Story.

13.1 Library Statistics

14. CALENDAR REVIEW- March – Strategic Plan Update

15. PUBLIC COMMENT

SUMMARY: None

16. ON HOLD

- Job Descriptions

17. ITEMS FOR NEXT AGENDA

- Budget adjustments

18. ADJOURN

TIME: 6:46PM

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