

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting March 28, 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

| | 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"/> |

4. APPROVAL OF THE AGENDA

SUMMARY: Addition of item 9.9.1 Options for Space During Parking Lot Construction and it is an "Action Item"

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

MOTION: C. Gault

SECOND: J. Taylor

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

NAY: 0

5. APPROVAL OF THE MINUTES

DATE: February 28, 2023 Regular Meeting

6. CALL TO AUDIENCE

SUMMARY: 2 staff

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Points of discussion: Strategic Planning Committee is now comprised of 11 members (9 Staff, 2 Board), the Board asked for the cost of Summer Reading yard signs last year compared to new window decals for this year.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for February 2023

STATEMENT: "Motion to approve the expenses paid for February 2023 in the amount of \$91,018.15."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

9. COMMITTEE REPORT

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

SUMMARY: Per Board request, the whole committee will be at the pre-construction planning meeting with Nowak & Fraus and Allied Construction on March 31, 2023. The Sheriff's department (formally the intermediate school) has allowed the Library 10 parking spaces (4 staff, 6 patrons) during the construction of the parking lot.

9.1.1 Options for Space During Parking Lot Construction

SUMMARY: L. Fromwiller has been in contact with multiple properties in downtown Ortonville as viable locations for Library programs to be held. Two options were presented: The Ortonville Historical Society offered the Old Mill for free but it is not handicap accessible and may not be as kid-friendly with breakable historical items. The other option is 48 South St that is accessible and is open space but would cost \$750 per month for two months.

C. Gault requests that L. Fromwiller check with the Ortonville Masonic Lodge for availability before signing lease. Due to time constraint before construction begins, Board will approve funds with the understanding that options will be researched before agreement with 48 South St.

AMENDED STATEMENT: "Motion to authorize up to \$1500 for space needed for programs during the parking lot construction."

MOTION: J. Taylor SECOND: H. Wills

VOTE – ROLL CALL YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

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 consider.

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

SUMMARY: J. Rathburg proposes making this committee a standing committee in the Board By-Laws as policies should be continuously reviewed by Board. The Policies committee will create a bulleted list of responsibilities and the By-laws committee (Hagen, Taylor) will review it for their proposed changes to the by-laws.

9.3.1 Policies Review – BENR 4 & 5

SUMMARY: L. Fromwiller presents changes to these policies, including: separating the Holiday and Paid Time Off (PTO) into individual policies, PTO and Sick leave will be accrued per pay period instead of front loaded at the beginning of each year, part-time staff will have incremental steps based on years of service similar to full-time staff.

Concern was raised as to the financial impact of staff accruing time on top of what they currently have available as they could earn up to twice the amount of PTO this first year. The proposed policies are tabled until the

Finance and Policy committees can reach a conclusion that is best for staff and the Library.

9.3.2 Policies Review – MISC 1 & 2

SUMMARY: The Library attorney has made minor changes after Board has approved these policies at the February 28, 2023 Regular Meeting

STATEMENT: "Motion to approve MISC 1 and 2 as amended by the attorney."

MOTION: H. Wills SECOND: J. Taylor

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

NAY: 0

9.4 Professional Development (Cole, Gault)

SUMMARY: No report. Board is encouraged to include any Professional Development Forms in the meeting packet for beneficial trainings they attended.

9.5 Friends Liaison (Cole, Hagen)

Written Report was submitted

SUMMARY: FOL has renewed the yearly contract with the Library and FOL volunteers will greet patrons at library events to encourage FOL membership.

9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: No report.

9.7 Advocacy (Gault, Hagen)

SUMMARY: C. Gault and V. Cole will be attending the MLA's Advocacy Day in Lansing on April 25, 2023. Others are invited to attend as well.

9.7.1 PR Video

SUMMARY: At the request of the Board, staff (A. Waldie, J. Cornea, A. Miller) shot and edited a 10 minute video highlighting the services and features of the Library. The plan is to take the video to outside business/organizations to bring awareness and possibly take in donations.

H. Wills was concerned with privacy and parental consent of children in the video. Compliance of laws was ensured by staff. V. Cole questioned if the video quality was sufficient for Board presentation to professional organizations. It was proposed that a professional company may be needed to edit or re-shoot this project.

STATEMENT: "Motion to accept the PR video as presented."

MOTION: J. Taylor SECOND: S. Hagen

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

NAY: Cole

9.8 Finance (Gault, Taylor, Wills)

SUMMARY: The committee met on March 9, 2023 and discussed: the proposed PTO and Sick Leave policies and the future possibility of a Disability Leave insurance policy. The Brandon Township Treasurer has moved \$1M from

Library's Oakland County Investment Pool to the Michigan CLASS investment due to the higher interest rate available.

Next month, the committee will propose to the Board moving funds to cover the parking lot construction and approve the 2022 audit.

9.9 Evaluations (Rathburg, Wills)

SUMMARY: The committee will meet in April to begin preparing the Board evaluations.

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 Strategic Planning Committee Appointments

SUMMARY: J. Rathburg assigned herself and V. Cole to the committee. The Finance committee would like to be involved in this as well.

13. STAFF REPORTS

Written Report was submitted

SUMMARY: The Board is grateful for all the staff do. Board requested that the documents concerning the grant proposal that S. Quick and A. Waldie submitted and the project estimates obtained last year be presented and approved by the Board.

13.1 Library Statistics

14. CALENDAR REVIEW- April – Approve Audit

15. PUBLIC COMMENT

SUMMARY: None

16. ON HOLD

- Job Descriptions
- Holiday and PTO and Sick Leave Policies

17. ITEMS FOR NEXT AGENDA

- Budget adjustments
- Quiet Study Room grant
- Board By-Laws

18. ADJOURN

TIME: 6:57PM

**Next Meeting:
April 25, 2023
Regular Meeting 5:00 pm
Community Room**