

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting April 25, 2023 at 5:00 p.m.**  
**\*\* New Temporary Location\*\***  
**48 South Street**  
**Ortonville, MI 48462**

**1. CALL TO ORDER**

TIME: 5:00PM

**2. ROLL CALL**

NAME: Cole

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Gault

NAME: Hagen

NAME: Rathburg

NAME: Taylor

NAME: Wills

**3. APPROVAL OF THE AGENDA**

SUMMARY: Addition of item "7 Pending Litigation", all following numbers are adjusted to continue numbering. Remove "Action Item" from Item "9.3.1 Bylaws update".

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

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

**4. APPROVAL OF THE MINUTES**

DATE: March 28, 2023 Regular Meeting

**5. CALL TO AUDIENCE**

SUMMARY: 1 staff

**6. DIRECTOR'S REPORT**

Written Report was submitted

SUMMARY: Points of discussion: Strategic Planning Committee met and formed groups to begin planning initial surveys, the parking lot project is on schedule and still within budget, and the Director's ongoing training opportunity with University of Georgia on library finances.

**7. PENDING LITIGATION**

SUMMARY: Board will go into closed session to have a phone meeting with Library's attorney.

STATEMENT: "Motion to close this meeting to go into a closed session at 5:09pm."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY:

STATEMENT: "Motion to resume open meeting at 5:36pm."  
MOTION: H. Wills                      SECOND: V. Cole  
VOTE – *VIVA VOCE*    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills  
NAY:

STATEMENT: "Motion to accept results made while in closed session."  
MOTION: H. Wills                      SECOND: J. Taylor  
VOTE – *VIVA VOCE*    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills  
NAY:

## **8. FINANCIAL OFFICER'S REPORT**

### 8.4 Approve expenses paid for March 2023

STATEMENT: "Motion to approve the expenses paid for March 2023 in the amount of \$93,640.74."  
MOTION: C. Gault                      SECOND: H. Wills  
VOTE – *ROLL CALL*    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills  
NAY: 0

### 8.5 Budget Amendments

SUMMARY: The Finance Committee submits moving \$376,500 from the fund balance to cover the following approved expenses: parking lot construction, replacement of 1 roof top HVAC unit, and rental of offsite space to host programs while under construction. Two new account lines will be created in the "19 Facilities" cost center.  
STATEMENT: "Motion to approve the budget amendments as presented."  
MOTION: H. Wills                      SECOND: V. Cole  
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: The committee has not met but will continue until the project has been considered complete. L. Fromwiller will keep the Board informed of each discussion with engineers/contractors.

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

SUMMARY: The committee has reached out to the Township for exact trustee petition submission deadlines in 2024. Waiting for response. V. Cole recommended contacting the Oakland County Elections Division for further information.

### 9.3 Ad-Hoc Board By-Laws Review (Hagen, Taylor)

SUMMARY: From the suggestion made at the March 28, 2023 Regular Meeting, draft bylaws changes include making the Policies committee a "Standing Committee" in Article VII. In addition to small grammatical and consistency changes, C. Gault proposes that the Policies committee creates a policies

review procedure that would be a new appendix to the Board Bylaws. The committee will review changes and present another draft at the May Regular Meeting.

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

##### 9.4.1 Library of Things Policy

SUMMARY: This policy was written by the Library's attorney and reviewed by the Policy committee and the Library of Things (LOT) committee (3 staff, 1 Trustee). The Borrower's Agreement would be signed at each check-out to insure the legal safety of the Library and the patron. C. Gault suggests amending the Materials Selection Policy while approving the LOT policy as it references the Materials Selection Policy.

The LOT Policy is tabled until the Materials Selection Policy is revised.

#### 9.4 Professional Development (Cole, Gault)

SUMMARY: H. Wills submitted a Performance Development Credit Hours form on a training she attended on Library Policies (Policy-ana).

#### 9.5 Friends Liaison (Cole, Hagen)

SUMMARY: FOL met on April 13, 2023; highlights are: FOL funded the Summer Reading Program prizes, the membership committee will be contacting businesses along M-15 for donations/members, FOL meetings have changed to the 2<sup>nd</sup> Monday of each month at 6:00pm.

#### 9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: No report.

#### 9.7 Advocacy (Gault, Hagen)

SUMMARY: C. Gault and V. Cole attended the MLA's Advocacy Day in Lansing on April 25, 2023 and spoke to several government officials. Talking points included financing for capital improvements, headlee rollback on millage, state aid for libraries, and intellectual freedom.

#### 9.8 Finance (Gault, Taylor, Wills)

SUMMARY: The committee met on April 17, 2023 and spoke about the parking lot finances and budget amendments (see above) and the revised Paid Time Off policies and the financial impacts. The committee recommends that the revised policy be implemented near the end of the year to better balance the of fairness among staff anniversaries.

#### 9.9 Evaluations (Rathburg, Wills)

SUMMARY: The committee met and is working on revising the Board Evaluation to include questions on a personal evaluation ("How to I feel as a trustee I am doing?"). A draft evaluation will be brought to the Board at the June 27, 2023 Regular Meeting.

## 10. COMMUNICATION

## 11. UNFINISHED BUSINESS

## 12. NEW BUSINESS

### 12.1 Staff In-Service Day October 9, 2023

SUMMARY: L. Fromwiller requests that the Library close on October 9, 2023 for a staff in-service training day. Holly Library may also attend the training.

STATEMENT: "Motion to approve closing the Library on October 9, 2023 for a staff in-service day."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

### 12.2 May 2023 Board Meeting

SUMMARY: Three trustees will not be able to attend the May 23, 2023 Regular Meeting. Available dates around Library programming is May 15, 2023 at 5:00pm or May 19, 2023 at 4:00pm.

STATEMENT: "Motion to approve moving the Regular Board Meeting to May 15, 2023 at 5:00pm."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

### 12.3 Teen Lock-In

SUMMARY: The Library would like to host two after-hours lock-ins for teens on June 16, 2023 and October 27, 2023. The programs would only be until 8:00pm and at least 2 staff will be present.

STATEMENT: "Motion to approve June 16, 2023 and October 27, 2023 for extended time for the teen lock-ins."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

### 12.4 Quiet Study Doors

SUMMARY: The Library has applied for the ALA Accessibility Grant to create quiet study room(s) in the alcove(s) along the south side of the Adult Dept. The grant gives either \$10k or \$20k for the project upon approval. The grant also requires a community meeting to discuss the need for the proposed project. No public announcement can be made on if or how much is awarded until ALA notifies the Library.

C. Gault questions the need for these rooms when the meeting room is available for patron use. How often is the meeting room reserved versus walk-in uses? Can the Library better advertise the availability of the meeting room?

L. Fromwiller included 2 quotes from past contractors for the price of the rooms. The Board requests updated and new quotes with exact examples of the partitions before approving the project. Acceptance of the grant must be made by May 5, 2023 but the Library can later deny the grant if Board approval is not given.

## 13. STAFF REPORTS

Written Report was submitted

SUMMARY: The Board is grateful for all the staff do.

**13.1 Library Statistics**

SUMMARY: April and May door count statistics will be inaccurate due to alternate entrance(s) during construction on the parking lot.

**14. CALENDAR REVIEW-** May – Nothing!

**15. PUBLIC COMMENT**

SUMMARY: J. Roberts (staff) spoke about the consistent use of the meeting room and alcoves. She believes a quiet study room would be used and appreciated by patrons.

**16. ON HOLD**

- Job Descriptions
- Holiday and PTO and Sick Leave Policies

**17. ITEMS FOR NEXT AGENDA**

- 2022 Audit
- Board By-Laws
- Library of Things Policy
- Materials Selection Policy

**18. ADJOURN**

TIME: 7:18PM

**Next Meeting:  
May 15, 2023  
Regular Meeting 5:00 pm  
\*\* New Temporary Location\*\*  
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