

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting May 15, 2023 at 5:00 p.m.**  
**\*\* New Temporary Location\*\***  
**48 South Street**  
**Ortonville, MI 48462**

**1. CALL TO ORDER**

TIME: 5:01PM

**2. ROLL CALL**

	<b>PRESENT</b>	<b>ABSENT W/ NOTICE</b>	<b>ABSENT</b>
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"/>

**3. APPROVAL OF THE AGENDA**

SUMMARY: No changes

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

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

**4. APPROVAL OF THE MINUTES**

DATE: April 25, 2023 Regular Meeting

SUMMARY: #9.7- capitalize "Headlee"; #9.8- second sentence: change "by" to "be" and remove "of"; #9.9- quoted section: change "to" to "do"; #12.4- last paragraph, second sentence: change "requests" to "requested" and remove "updated and".

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

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

**5. CALL TO AUDIENCE**

SUMMARY: 2 staff

**6. 2022 AUDIT**

SUMMARY: Ian Rees from Gabridge and Co. presented the 2022 Financial Audit.

The Finance Committee had previously met with Kevyn Kozumplik to address questions and concerns from the Board and Director. The presented audit was the result.

STATEMENT: "Motion to accept the audit prepared by Gabridge and Co. for the year 2022."

MOTION: C. Gault

SECOND: V. Cole

VOTE – *VIVA VOCE* YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills  
NAY: 0

## **7. DIRECTOR'S REPORT**

Written Report was submitted

SUMMARY: Points of discussion: Holly Library will be joining the Staff In-Service day in October, the parking lot received the first layer of asphalt on Saturday, the Board is invited to the outreach events organized by A. Waldie, the updated Capital Maintenance Schedule will be ready before the first 2024 budget meeting in July.

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

8.4 Approve expenses paid for April 2023

STATEMENT: "Motion to approve the expenses paid for April 2023 in the amount of \$83,673.10."

MOTION: J. Taylor

SECOND: H. Wills

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

NAY: 0

8.5 Budget Amendments

SUMMARY: As the committed funds (\$400k) will be spent this year on the parking lot replacement and the new RTU, J. Taylor requests Board think about new fund balance commitments for the coming 2024 budget.

## **9. COMMITTEE REPORT**

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

SUMMARY: J. Rathburg recommends dissolving the committee at the June Regular Board Meeting as the parking lot project will be completed by then.

9.2 Ad-Hoc Trustee Recruitment (Hagen, Rathburg)

SUMMARY: S. Hagen reached out to Oakland County for new trustee petition deadlines. The County does not determine those dates as it is included at the Township level. S. Hagen is waiting to hear back from the Brandon Township Clerk's Office.

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

SUMMARY: S. Hagen will make the proposed changes and bring to the June Regular Board Meeting. The Policies committee will create a policies review procedure to be a new appendix to the Board Bylaws.

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

9.4.1 Library of Things Policy

SUMMARY: L. Fromwiller spoke with the Library attorney and made the changes as recommended by the Board at the April Regular Board Meeting. One minor grammatical inconsistency was revised. See STATEMENT IN #9.4.2.

9.4.2 Materials Selection/Collection Development Policy

SUMMARY: On recommendation from the Board, L. Fromwiller changed all references to specific material types to terms to include items in the Library of Things (i.e. "titles" to "items").

STATEMENT: "Motion to approve the Library of Things Policy and Waiver and the Materials Selection/Collection Development Policy as revised."

MOTION: H. Wills SECOND: J. Taylor

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

NAY: Gault

#### 9.4.3 Holiday and Paid Time Off Policy, Sick Leave Policy

SUMMARY: After discussion, the Finance Committee determined that implementing these new policies in the last week of November will lessen the financial impact and create an equitable leave earning opportunity to all staff as it will be based on anniversary dates.

Additional revisions were made to fix sentence structure and grammar, numbering on individual policies, and to ease understanding.

STATEMENT: "Motion to approve the revised Holiday, Paid Time Off, and Sick Leave policies as amended to go into effect on November 26, 2023 and to approve the re-numbering of the BENR policies as needed to separate the Holiday and Paid Time Off policies."

MOTION: H. Wills SECOND: V. Cole

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

NAY: 0

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

SUMMARY: V. Cole encourages trustees to attend conferences and training opportunities as they are available.

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

SUMMARY: FOL has signed an agreement with Victoria-Nia, Inc. who will handle all online sales for the FOL.

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

SUMMARY: An ad for the Student Liaison position has been placed in the Library's Summer Newsletter. It will be mailed out June 1, 2023.

#### 9.8 Advocacy (Gault, Hagen)

SUMMARY: No report.

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

SUMMARY: The committee will meet before the next Regular Board Meeting to discuss: a recommendation for the 2024 [budget and](#) fund balance, the search for new auditors as the Gabridge and Co. contract expired this year, and the Township's Investment Policy.

#### 9.10 Evaluations (Rathburg, Wills)

##### 9.10.1 Director's Quarterly Update

Written Report was submitted

SUMMARY: L. Fromwiller provided a report on the standing of her February 2023 Evaluation Goals set by the Board. In addition to this, the Board asks the Director to include an interesting idea learned from her continuing education or community meetings at Board Meetings.

#### 9.10.2 Board Evaluation Questions

SUMMARY: The committee presented a draft of the questions on the Evaluation. Each topic's questions are split between evaluating the individual trustee and the Board as a whole. They proposed each question being given a scale grade and each topic a comment section. The Board is split on if this is needed or if just a comment section should be provided.

The Evaluation Questions are tabled until the June Regular Board Meeting.

### **10. COMMUNICATION**

### **11. UNFINISHED BUSINESS**

### **12. NEW BUSINESS**

#### 12.1 Strategic Plan- Interview and Survey Questions

SUMMARY: S. Quick presented the Strategic Plan Committee's questions for a Community Survey, Community Interviews, and a Staff/Board Community Assessment.

STATEMENT: "Motion to approve the Strategic Plan's Interview and Survey Questions as presented."

MOTION: C. Gault

SECOND: V. Cole

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

NAY: 0

#### 12.2 Professional Development Guidelines

SUMMARY: The Guidelines were revised to include the Board for reimbursement for training opportunities. C. Gault added "advocacy events" to the coverage as well.

The Policies Committee was charged with making a Board policy or procedure clarifying the Library's financial responsibilities for expenses accrued while a trustee is attending an event.

STATEMENT: "Motion to approve the Professional Development Guidelines as amended."

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

### **13. STAFF REPORTS**

Written Report was submitted

SUMMARY: Board commented on: staff's flexibility around the parking lot construction, the different ads in The Citizen, the unique programs lead by staff (A. Miller specifically), and A. Waldie working with the homeschool families.

### 13.1 Library Statistics

SUMMARY: J. Taylor complimented the high number of program attendees compared to last year and hopes the trend continues throughout the year. April and May door count statistics will be inaccurate due to alternate entrance(s) during construction on the parking lot.

### 14. CALENDAR REVIEW- June – Strategic Plan Update

### 15. PUBLIC COMMENT

SUMMARY: S. Quick noticed a couple errors on the totals on Library Statistics page and assured [the Board](#) that she will fix them for next month. Also, she mentioned that with the creation of a Board mileage policy, more trustees may be encouraged to attend training opportunities.

### 16. ON HOLD

- Job Descriptions
- Study Room Doors
- Bylaws Update

### 17. ITEMS FOR NEXT AGENDA

- Board Evaluation Questions
- Fund Balance Recommendations

### 18. ADJOURN

TIME: 7:07PM

**Next Regular Meeting:  
June 27, 2023 @ 5:00 pm  
Community Room  
304 South Street  
Ortonville, MI 48462**