

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting June 27, 2023 at 5:00 p.m.**  
**Community Room**  
**304 South Street**  
**Ortonville, MI 48462**

**1. CALL TO ORDER**

TIME: 5:00PM

**2. ROLL CALL**

NAME: Cole

**PRESENT**

**ABSENT W/ NOTICE**

**ABSENT**

NAME: Gault

NAME: Hagen

NAME: Rathburg

NAME: Taylor

NAME: Wills

**3. APPROVAL OF THE AGENDA**

SUMMARY: No changes

**4. APPROVAL OF THE MINUTES**

DATE: May 15, 2023 Regular Meeting

SUMMARY: #9.9- add "budget and" after "the 2024"; #15- add "-d the Board" after "and assure".

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

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

**5. CALL TO AUDIENCE**

SUMMARY: 6 staff

**6. DIRECTOR'S REPORT**

Written Report was submitted

SUMMARY: Points of discussion: Director has received confirmation of notary status and supplies are on order, activity panels have been purchased with donated funds and will be installed in the Youth Department, patrons will be able to recommend items for the Library of Things once the program starts.

**7. FINANCIAL OFFICER'S REPORT**

7.4 Approve expenses paid for May 2023

STATEMENT: "Motion to approve the expenses paid for May 2023 in the amount of \$108,448.09."

MOTION: J. Taylor

SECOND: V. Cole

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

NAY: 0

## 8. COMMITTEE REPORT

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

SUMMARY: The parking lot construction is completed. L. Fromwiller has informed Allied Construction and Nowak & Fraus Engineers of a spot with puddling and slow drainage. This will be monitored during the following year. The committee can be disbanded.

V. Cole will draft a thank you letter for Allied Construction and Nowak & Fraus Engineers and present for approval at the July meeting.

STATEMENT: "Motion to dissolve the ad-hoc parking lot committee. "

MOTION: H. Wills

SECOND: V. Cole

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

NAY: 0

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

SUMMARY: Board members are asked to relay to community members interested in running for the Library Board to call the Brandon Township Clerk's Office for submission instructions and deadlines.

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

SUMMARY: J. Taylor read the new Policies standing committee description for addition to the By-Laws. C. Gault raises concern with the number of standing committees in the Board By-Laws. Other libraries, some larger than BTPL, have fewer standing Board committees. Too many committees could be considered infringing on the Director's duties.

Board members are tasked with reviewing the current committees and determining which are and are not needed. Further discussion will occur at the July meeting.

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

SUMMARY: Committee did not meet this month. The Meeting Room Policy will be reviewed at the next meeting.

### 8.5 Professional Development (Cole, Gault)

SUMMARY: No report.

### 8.6 Friends Liaison (Cole, Hagen)

SUMMARY: FOL has a balance over \$15,000, the Library Board is encouraged to become FOL members, and Victoria-Nia has picked up 40 books to sell online.

### 8.7 Student Liaison (Rathburg, Taylor)

SUMMARY: An ad for the Student Liaison position has been placed in the Library's Summer Newsletter but has not received any response. The committee is discussing **recommending to the Board** disbanding and let the Teen Advisory Board (TAB) report teen needs to the Board.

### 8.8 Advocacy (Gault, Hagen)

SUMMARY: C. Gault has sent some emails from MLA and ALA to Board.

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

SUMMARY: The committee met and discussed: the needs for a revised/updated capital replacement plan, the roof inspection, a preliminary 2024 budget, the Township Investment Policy, and the plan to search for a new auditor.

### 8.10 Evaluations (Rathburg, Wills)

#### 8.10.1 Board Evaluation Questions

SUMMARY: The committee has created two evaluation questionnaires for each member to fill out; one self-evaluation and one evaluation focusing on the Board as a whole. A few minor grammatical errors and question placements were fixed.

STATEMENT: "Motion to approve the Board Evaluation Questions as amended."

MOTION: C. Gault

SECOND: J. Taylor

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

NAY: 0

## 9. COMMUNICATION

## 10. UNFINISHED BUSINESS

## 11. NEW BUSINESS

### 11.1 2018-2023 Strategic Plan Final Report

SUMMARY: S. Quick created and presented a 6 page Final Report summarizing the outcome of each objective of the 2018-23 Strategic plan. A few clarifying edits were suggested by the Board.

S. Quick asks the Board to determine if new Mission and Vision Statements are need for the 2024-26 Strategic Plan. Discussion and decision will be made at the July meeting.

STATEMENT: "Motion to approve the 2018-2023 Strategic Plan Final Report as amended. "

MOTION: C. Gault

SECOND: V. Cole

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

NAY: 0

### 11.2 2022 Annual Report

SUMMARY: S. Quick presented the report. The report uses the old BTPL logo as the new one began to be used in 2023.

STATEMENT: "Motion to approve the 2022 Annual Report as presented."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

### 11.3 Royal Roofing Repairs Proposal

SUMMARY: A roofing inspection took place in May 2023 by Royal Roofing and the report recommended several minor "Emergency" repairs to increase the life of the roof. Based on this report, the flat section of roof has a 2-4 year life expectancy left. The Board would like another inspection done by a different company to confirm this. The Finance committee will look into future funding for this.

STATEMENT: "Motion to approve \$5700 for Royal Roofing's "Emergency" repairs as presented on June 27, 2023."

MOTION: C. Gault

SECOND: S. Hagen

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

NAY: 0

## 12. STAFF REPORTS

Written Report was submitted

SUMMARY: Board commented on: Apollo's new filtering options, ensuring that popular repeat programs try to accommodate the interest shown.

12.1 Library Statistics

## 13. CALENDAR REVIEW- July – 1<sup>st</sup> Budget Meeting

## 14. PUBLIC COMMENT

SUMMARY: J. Roberts asked what avenues the Board is taking Board recruitment, i.e. word of mouth, *Citizen* ads. The Board responded that they are recruiting at community events they attend, they plan to have it in the newsletter, word of mouth. They may put something in the *Citizen* as the deadline gets closer.

F. Hotchkiss mentioned that the PATH program attendees really like and appreciate the new handicap access in the parking lot.

## 15. ON HOLD

- Job Descriptions
- Study Room Doors
- Bylaws Update

## 16. ITEMS FOR NEXT AGENDA

- Strategic Plan- Mission/Vision Statements
- Board By-Laws
- Meeting Room Policy
- **Note:** A. Waldie will attend the July meeting in place of L. Fromwiller.

## 17. ADJOURN

TIME: 6:12PM

**Next Regular Meeting:  
July 25, 2023 @ 5:00 pm  
Community Room  
304 South Street  
Ortonville, MI 48462**