

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting July 25, 2023 at 5:00 p.m.
Community Room
304 South Street
Ortonville, MI 48462

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 "12.2 Thank You Letters for Parking Lot"

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

MOTION: C. Gault

SECOND: H Wills

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

NAY: 0

5. APPROVAL OF THE MINUTES

DATE: June 27, 2023 Regular Meeting

SUMMARY: #8.7- add "... discuss recommending to the Board".

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

MOTION: V. Cole

SECOND: C. Gault

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

NAY: 0

6. CALL TO AUDIENCE

SUMMARY: 8 staff

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Points of discussion: Director has received 4 custodial bids, the Youth STEM activity panels have been installed, notary services have begun by appointment, and the library will host a beard making craft during Septemberfest.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for June 2023

STATEMENT: "Motion to approve the expenses paid for June 2023 in the amount of \$472,746.52."

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 Trustee Recruitment (Hagen, Rathburg)

SUMMARY: No report. J. Taylor proposed hosting an informational night for the community to learn how to become a trustee and what the responsibilities are.

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

SUMMARY: Board discussed the current standing and ad-hoc committees and which are and are not needed. The committee will take the recommendations provided and present a draft of the new by-laws at the next meeting.

9.3 Ad-Hoc Policies (Rathburg, Wills)

9.3.1 Meeting Room Policy

SUMMARY: The proposed changes, including renaming of policy, age limitations, and check-in processes, were explained and Board made other clarifying edits as needed.

STATEMENT: "Motion to approve the Room Rental Policy with modifications as discussed."

MOTION: J. Taylor

SECOND: H. Wills

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

9.3.2 Notary Policy

SUMMARY: As the Director has received her Notary certificate, the attorney provided this policy. Board made suggested edits and requested the attorney look at it again.

STATEMENT: "Motion to approve the Notary Policy as amended."

MOTION: C. Gault

SECOND: J. Taylor

AMENDED STATEMENT: "Motion to approve the Notary Policy as amended subject to approval from the attorney."

MOTION: H. Wills

SECOND: C. Gault

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

9.3.3 Technology Equipment Policy

SUMMARY: Due to Hotspot "power users", it is requested that the checkout period is changed from 21 days to 10 days. This will allow a quicker turnover rate for other patrons on the holds list.

Board made other edits to the policy.

STATEMENT: "Motion to approve the Technology Equipment Policy as amended to be effective until next month's meeting."

MOTION: V. Cole

SECOND: H. Wills

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

NAY: 0

9.4 Professional Development (Cole, Gault)

SUMMARY: No report.

9.5 Friends Liaison (Cole, Hagen)

SUMMARY: As the FOL membership is growing, they are coming up with new ideas for the volunteers to participate in. Income with the new online sales company isn't as expected. FOL will keep an eye on it.

9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: No report.

9.7 Advocacy (Gault, Hagen)

SUMMARY: No report.

9.8 Finance (Gault, Taylor, Wills)

9.8.1 2024 Budget- First Draft

SUMMARY: The Director, working with staff, presented the first draft of the 2024 budget to the committee who then presented it to the Board. Some budget lines are still estimates until final amounts are provided by companies later in the year. At this time the committee has no committed fund balance recommendations.

9.8.2 RFP Audit Services

SUMMARY: As the Auditor contract is up with Gabridge & Co., the Director presented a draft Request For Proposal (RFP) to send out. The Board made a few clarifying corrections.

STATEMENT: "Motion to approve the Auditor RFP as amended."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

9.9 Evaluations (Rathburg, Wills)

SUMMARY: The Board evaluation will be sent out this week and results will be presented at the August Board meeting.

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 2024-26 Strategic Plan- Mission/Vision Statements

SUMMARY: S. Quick asked the Board to determine if new Mission and Vision Statements are needed for the 2024-26 Strategic Plan. The Board would like to continue using the Mission statement but would like to look over the results of the community/staff surveys before determining if the Vision statement is still applicable.

STATEMENT: "Motion to keep the Mission statement as is with further discussion on the Vision statement next month. "

MOTION: H. Wills

SECOND: J. Taylor

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

12.2 Thank You Letters for Parking Lot

SUMMARY: V. Cole wrote thank you letters for Nowak & Fraus Engineers and Allied Construction for their excellent work on the parking lot. The letters will be printed on Library letterhead and the Board will sign them.

STATEMENT: "Motion to accept and send the letters to both the engineer and Allied."

MOTION: H. Wills

SECOND: J. Taylor

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

13. STAFF REPORTS

Written Report was submitted

13.1 Library Statistics

14. CALENDAR REVIEW- August – Approve Millage Rate Start Director Evaluation Start Board Evaluation

15. PUBLIC COMMENT

SUMMARY: No comment

16. ON HOLD

- Job Descriptions
- Study Room Doors

17. ITEMS FOR NEXT AGENDA

- Vision Statement
- Technology Equipment Policy
- Board By-Laws
- Board Evaluation Results
- Fund Balance Discussion

18. ADJOURN

TIME: 6:54PM

**Next Regular Meeting:
August 22, 2023 @ 5:00 pm
Preceded by Public Hearing @ 4:45pm
Community Room
304 South Street
Ortonville, MI 48462**

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