

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting August 22, 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 type="checkbox"/>	<input checked="" 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 "12.2 2024-26 Strategic Plan Focus Areas" as an Action Item, subsequent item numbers are adjusted. Item 9.8.1 is an Action Item.

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

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

5. APPROVAL OF THE MINUTES

DATE: July 25, 2023 Regular Meeting

SUMMARY: No changes

6. CALL TO AUDIENCE

SUMMARY: 2 staff

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Points of discussion: Director has completed 34 hours of the Library of Michigan Public Library Financial Management Cohort classes, the Auditor RFP has been sent out to 6 firms, a donation made in memory of G. Roberts will be used for Vox Books and IR Books. As an employee will be on leave in late October, the Director will fill the open Librarian position with a current staff member who will earn an MLIS in December. The Board wants to vote on this at September meeting.

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for July 2023

STATEMENT: "Motion to approve the expenses paid for July 2023 in the amount of \$77,336.56."

MOTION: H. Wills

SECOND: C. Gault

VOTE – *ROLL CALL*

YEA: Gault, Hagen, Rathburg, Taylor, Wills

NAY: 0

8.5 Budget Amendments

SUMMARY: Income and expense accounts need to be added to the budget to show the ALA Grant funds received and to track what will be spent. Budget in each account will be \$10,000. A community meeting will be held to attest the need for a quiet study room before funds are spent.

STATEMENT: "Motion to approve the budget amendments as presented."

MOTION: C. Gault

SECOND: H. Wills

VOTE – *ROLL CALL*

YEA: Gault, Hagen, Rathburg, Taylor, Wills

NAY: 0

9. COMMITTEE REPORT

9.1 Ad-Hoc Trustee Recruitment (Hagen, Rathburg)

SUMMARY: A trustee recruitment get-together will be hosted at the library in early March. This will allow current trustees to speak with potential new trustees about their duties and experiences before the submission deadline.

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

SUMMARY: The committee presented the a draft of the by-laws. Further suggested changes were made during the presentation. By-laws will be presented and voted on in the September meeting.

9.3 Ad-Hoc Policies (Rathburg, Wills)

9.3.1 Technology Equipment Policy

SUMMARY: Per the discussion at the July meeting, the policy was revised with definitions of equipment and clarification on unattended equipment. Staff would like to keep the shortened check-out period to 10 days as a single month is not enough time to properly evaluate the effects. Board revised one reference.

STATEMENT: "Motion to approve the Technology Equipment Policy as amended."

MOTION: H. Wills

SECOND: C. Gault

VOTE – *VIVA VOCE*

YEA: Gault, Hagen, Rathburg, Taylor, Wills

NAY: 0

9.3.2 Public Computer and Wi-Fi Policy

SUMMARY: The proposed policy combines the current Internet Use Policy and the Wi-Fi Policy to eliminate redundancies. Board raised concerns over limited Youth computer restrictions. The Director commented that the policy gives the responsibility to monitor use to the parent/guardian. The

committee will be meeting to discuss the policy again and bring it back to the September meeting.

9.4 Professional Development (Cole, Gault)

SUMMARY: No report.

9.5 Friends Liaison (Cole, Hagen)

SUMMARY: FOL has increased to 40 members and 3 business memberships, earned over \$900 in July, and an afterhours murder mystery event is in the works for October.

9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: An ad has been included in the fall newsletter.

9.7 Advocacy (Gault, Hagen)

SUMMARY: Emails have been shared with the Board concerning different legislation. Director has contacted reps and invited them to use the library for meetings.

9.8 Finance (Gault, Taylor, Wills)

9.8.1 Fund Balance

SUMMARY: In reviewing the updated capital replacement schedule the committee has created a list of possible 2024 needs, including: 1 HVAC unit, Children's Garden door, LED lighting, and a 2nd roof inspection. In compliance with the Fund Balance Policy, the committee recommends putting \$400,000 into committed funds.

STATEMENT: "Move that we set aside \$400,000 as committed funds for capital asset maintenance and repair."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

9.8.2 Budget Update

SUMMARY: Committee reviewed this draft and all changes will be made by the October meeting.

9.9 Evaluations (Rathburg, Wills)

9.8.1 Board Evaluation Results

SUMMARY: H. Wills presented the Board Areas of Suggested Improvement based on result of the evaluations. Board should email H. Wills with strategies for improvement in these areas.

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 2024-26 Strategic Plan- Vision Statement

SUMMARY: S. Quick asked the Board in the July meeting to determine if new Vision Statement is needed based on the survey results. Board would like to create a new statement based around the data and the focus areas. A special meeting is planned for Wednesday, September 13, 2023 at 5:30pm to workshop a Vision Statement. Board should send ideas to S. Quick and/or Director by September 5, 2023.

12.2 2024-26 Strategic Plan- Focus Areas

SUMMARY: Working together the Strategic Plan committee reviewed the survey results and created 4 categories that the Library needs to concentrate on in this Plan: Learn and Discover, Engage and Connect, Inviting and Supportive, and Organizational Excellence.

STATEMENT: "Motion to approve the Focus Areas for the Strategic plan as presented."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

12.3 Office Pride Proposal for discussion

SUMMARY: Director provided proposal for a new custodial company. Board opened discussion in clarifying language in the Purchasing Policy for contracted services. Director is to create a list of all contracted services with prices, length of service/renewals, and payment plan. Further discussion needed. Director is starting this monthly contract with Office Pride in October.

12.4 Pending Litigation

SUMMARY: Board has been provided information from the attorney as it came in the last month. No discussion.

STATEMENT: "Motion to end litigation."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

13. STAFF REPORTS

Written Report was submitted

13.1 Library Statistics

14. CALENDAR REVIEW- September – Strategic Plan update

15. PUBLIC COMMENT

SUMMARY: No comment

16. ON HOLD

- Job Descriptions
- Study Room Doors

17. ITEMS FOR NEXT AGENDA

- Vision Statement
- Board By-Laws
- Public Computer and Wi-Fi Policy
- Contract List

18. ADJOURN

TIME: 6:39PM

**Next Regular Meeting:
September 26, 2023 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462**

DRAFT