

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting October 24, 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**

	<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"/>

**4. APPROVAL OF THE AGENDA**

SUMMARY: Addition of "7.1 Trustee Report" and "12.4 Exit Interview". Change "9.4.1" to read "2024 Cost Center Budget and Line Item Budget".

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

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

**5. APPROVAL OF THE MINUTES**

DATE: September 26, 2023

SUMMARY: No changes

**6. CALL TO AUDIENCE**

SUMMARY: 3 staff

**7. DIRECTOR'S REPORT**

Written Report was submitted by Director

SUMMARY: Points of discussion: The Staff in-service day was informative and fun, a vacant Librarian position will be posted, and the Director attended the Holly Area Chamber of Commerce informational meeting.

7.1 Trustee Report

SUMMARY: From the October FOL Meeting: the FOL Murder Mystery Gala on October 20<sup>th</sup> was a success, FOL plans to have another Christmas gift basket auction this year, and FOL funds are in excess of \$18,000.

**8. FINANCIAL OFFICER'S REPORT**

#### 8.4 Approve expenses paid for September 2023

STATEMENT: "Motion to approve the expenses paid for September 2023 in the amount of \$89,395.57."

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: Board President assigned J. Rathburg, J. Taylor, S. Hagen, and L. Fromwiller to the committee to organize and plan the proposed Open House for prospective trustees. Open House will take place in early March.

#### 9.2 Ad-Hoc Board Training

SUMMARY: J. Rathburg proposes creating this ad-hoc committee in response to the results of the Board Evaluation. This committee will plan a special meeting/workshop for the Board to expand on their suggested areas of improvement. J. Rathburg assigns herself and J. Taylor to this committee.

STATEMENT: "Move to appoint an ad-hoc committee for putting together the Board training."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

#### 9.3 Policies (Rathburg, Wills)

SUMMARY: With the elimination of several standing committees last month, J. Rathburg assigns herself, S. Hagen, and V. Cole to this committee going forward. The Finance committee will keep the same Trustees.

##### 9.3.1 Whistleblower Policy

SUMMARY: L. Fromwiller presents the attorney reviewed policy. V. Cole requests an additional statement be added to the "Regulations: Reporting Procedure" that the Board is informed of suspected incident(s) and all steps to be taken.

L. Fromwiller will ask the Attorney about privacy and personnel issues/laws concerning this addition. The policy is tabled until this is answered.

##### 9.3.2 Incident Report Form Guidelines

SUMMARY: L. Fromwiller presents the attorney reviewed guidelines. In addition to grammatical corrections, V. Cole suggests the additional statement "B.4. The BTPL Board President should be contacted as soon as possible regarding the incident and the action that will be taken."

STATEMENT: "Move to approve as revised."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

### 9.3.3 Public Computer and WIFI Policy

**SUMMARY:** After the committee and Board reviewed the policy last month, it was sent to the attorney for review. With many State and Federal laws/policies regarding the internet changing since this was last written, the attorney provided L. Fromwiller with a completely new policy. This will be brought back for approval next month.

## 9.4 Finance (Gault, Taylor, Wills)

### 9.4.1 2024 Cost Center and Line Item Budget

**SUMMARY:** J. Taylor suggests that the Board approve both the proposed Cost Center Budget and the proposed Line Item Budget this year.

**STATEMENT:** "Move to approve the Cost Center and Line Item Budget as presented."

**MOTION:** H. Wills

**SECOND:** S. Hagen

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

NAY: 0

### 9.4.2 Purchasing Policy

**SUMMARY:** C. Gault explains that the purpose of the suggested change was so the Board will be fully informed of any large purchases being made that weren't in the budget. She also recommends changing the language in "I.a." to "line item budget".

**STATEMENT:** "Move to adopt this policy with the change identified, which was 'Purchases over \$5,000 without appropriation in the current line item budget'."

**MOTION:** J. Taylor

**SECOND:** H. Wills

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

NAY: 0

## 10. COMMUNICATION

## 11. UNFINISHED BUSINESS

## 12. NEW BUSINESS

### 12.1 Job Descriptions: Library Associate and Librarian

**SUMMARY:** L. Fromwiller presents the descriptions as revised from Board recommendations at the September meeting. C. Gault suggests that "Librarian" job duty 15 will be revised to "BTPL committees" for clarification.

**STATEMENT:** "Move to approve as revised."

**MOTION:** C. Gault

**SECOND:** J. Taylor

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

NAY: 0

### 12.2 Building Signage

**SUMMARY:** S. Quick presents a 4 phase plan for improving and adding to the Library's signage, including indoor wayfinding, perforated window clings, and exterior signage. This plan was a 2018-2023 Strategic Plan objective as well

and was broken into phases due to estimated costs. Looking at the proposed phases and visual mockups, the Board requests a recess to walkthrough the Library to see the signage areas in person.

STATEMENT: "Move to close the meeting at 6:26pm."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

STATEMENT: "Move to restart the meeting at 6:35pm."

MOTION: V. Cole

SECOND: J. Taylor

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

NAY: 0

SUMMARY: Phase 1 consists of indoor wayfinding signage and the Library has received 3 quotes. The Library would like to work with Signarama due to their exceptional communication/service and comprehensive documentation.

STATEMENT: "Move that we approve the purchase of the signs for phase 1 for Signarama in the amount of \$3,052.18."

MOTION: J. Taylor

SECOND: V. Cole

SUMMARY: Based on a few recommended changes to the mockups (bigger arrows, lettering), C. Gault would like to increase the allotted amount to cover any small changes to the overall estimated price.

AMENDED STATEMENT: "We approve Signarama for phase 1 for up to \$3300 for signage."

MOTION: J. Taylor

SECOND: V. Cole

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

NAY: 0

### 12.3 Director Evaluation

SUMMARY: H. Wills provided the Board with last year's evaluation questions. For this year's process, she proposes that each Trustee will rate each individual question and then comment on a whole category. The Board should send any recommendations for question revisions to her within the next week. H. Wills and V. Cole will review and present next month.

### 12.4 Exit Interviews

SUMMARY: V. Cole would like the exit interview process to include an opportunity for the employee to interview with the entire Board. L. Fromwiller will ask the attorney if information gathered during an exit interview can be shared with the Board during a closed session.

## 13. STAFF REPORTS

Written Report was submitted

### 13.1 Library Statistics

## 14. CALENDAR REVIEW- November – Election of New Officers

## **15. PUBLIC COMMENT**

SUMMARY: J. Roberts- Regarding the exit interviews, she feels that asking an employee to stand in front of the whole Board is asking too much for most people. The option of choosing a Trustee to speak with would be easier. She also asks if the interview is required to be shared with the whole Board.

S. Quick asks if staff can be on Board Ad-Hoc committees. She would like to participate in the Ad-Hoc Board Training. L Fromwiller agrees to assign S. Quick to the committee.

## **16. ON HOLD**

## **17. ITEMS FOR NEXT AGENDA**

- Director Evaluation Questions
- Job Descriptions
- Whistleblower Policy
- Public Computer and WIFI Policy
- Exit Interview

## **18. ADJOURN**

TIME: 7:09PM

**Next Regular Meeting:  
November 21, 2023 @ 5:00 pm  
Community Room  
304 South Street  
Ortonville, MI 48462**