

BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting September 26, 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: No Changes

5. APPROVAL OF THE MINUTES

DATE: September 13, 2023 Special Meeting

SUMMARY: No changes

6. CALL TO AUDIENCE

SUMMARY: 4 staff

7. DIRECTOR'S REPORT

Written Report was submitted

SUMMARY: Points of discussion: Director and S. Ault, Circulation Manager, have received applications and scheduled interviews for the open Library Assistant position, a \$500 donation was used to purchase and install a play magnet board for the Youth Dept., the Brandon Prevention Coalition will present at the Staff In-Service Day (10/9/23) and offer NARCAN training.

7.1 Promotion of Rebekah Dobski to full time Librarian

SUMMARY: Director would like to move R. Dobski into the open full time Librarian position. She is finishing up her degree this semester, so will be qualified. The position does need to be filled as another employee will be on extended leave soon.

STATEMENT: "Motion to promote Rebekah Dobski to a full time Librarian."

MOTION: H. Wills

SECOND: S. Hagen

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

NAY: 0

8. FINANCIAL OFFICER'S REPORT

8.4 Approve expenses paid for August 2023

STATEMENT: "Motion to approve the expenses paid for August 2023 in the amount of \$84,916.96."

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

9. COMMITTEE REPORT

9.1 Ad-Hoc Trustee Recruitment (Hagen, Rathburg)

SUMMARY: An ad will be included in the Winter 2023 Newsletter with information on trustee position. A trustee open house 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)

9.2.1 By-Laws Draft

SUMMARY: Committee presented the updated draft of the by-laws. Four small grammatical edits were made. With the elimination of all but two standing committees, J. Rathburg will speak with trustees and assign each to one of the committees at the next meeting.

STATEMENT: "Move to approve the By-Laws as amended."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

9.3 Ad-Hoc Policies (Rathburg, Wills)

9.3.1 Whistleblower Policy

SUMMARY: L. Fromwiller was given a list of policies from the Library of Michigan that are required. This policy will protect staff from retaliation after reporting unethical/illegal acts witnessed in the Library. Clarifying language and grammatical edits were suggested. Policy will be brought back after attorney review.

9.3.2 Incident Report Form Guidelines

SUMMARY: Committee reviewed policy and presented draft edits. Board asked for clarification to be included for differences in this Form and the Employee Injury Form. Guidelines will be brought back after attorney review.

9.4 Professional Development (Cole, Gault)

SUMMARY: No report.

9.5 Friends Liaison (Cole, Hagen)

SUMMARY: As per the updated By-Laws, S. Hagen has a sign-up sheet for trustees to attend the FOL Board Meeting on the second Monday each month.

9.6 Student Liaison (Rathburg, Taylor)

SUMMARY: No report.

9.7 Advocacy (Gault, Hagen)

SUMMARY: No report.

9.8 Finance (Gault, Taylor, Wills)

SUMMARY: Committee met in September to discuss: new Auditor contracts, the updated Capital Maintenance Schedule, the draft 2024 budget, and the wording of the Board contracts approval in the Purchasing Policy. J. Taylor presented proposed wording changes. The policy will be brought to the next meeting for review/approval.

9.9 Evaluations (Rathburg, Wills)

SUMMARY: Some ideas for moving forward with last month's results from the Board Evaluation, "Board Areas of Suggested Improvement", were discussed. An ad-hoc committee may be created to workshop specific actions/trainings available for improvement in: Board/Director boundaries, financial understanding, conflict resolution, Robert's Rules, and community outreach. Trustees should contact H. Wills if they are interested in this committee.

10. COMMUNICATION

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 2024 Library Calendar

SUMMARY: Draft calendar for proposed closed dates and Board meetings was presented. Some changes were made to the Board calendar of tasks.

STATEMENT: "Move to approve the calendar as amended."

MOTION: H. Wills

SECOND: J. Taylor

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

NAY: 0

12.2 After hours FOL event October 20, 2023 5:30-9:30pm

SUMMARY: The FOL would like to host an afterhour's murder mystery for FOL members, Library staff and Board, and their guests.

STATEMENT: "Move to approve."

MOTION: C. Gault

SECOND: J. Taylor

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

NAY: 0

12.3 After hours teen event February 23, 2024 6:30-7:30pm

SUMMARY: Staff isn't sure what the exact event will be but teen after hours events are greatly enjoyed.

STATEMENT: "Move to approve."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

12.4 Auditor Proposal for 2023-26

SUMMARY: The Library received 3 proposals from: Gabridge & Co, Maner Costerisan, and Yeo & Yeo. After reviewing the proposals, the Finance Committee recommends staying with Gabridge & Co.

STATEMENT: "Motion to accept the Gabridge contract."

MOTION: V. Cole

SECOND: H. Wills

AMENDED STATEMENT: "Motion to accept the proposal from Gabridge and allow for additional costs for onsite audit."

MOTION: C. Gault

SECOND: H. Wills

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

NAY: 0

12.5 Library Vision Statement

SUMMARY: S. Quick presented the Vision Statement the Board created at the Special Meeting on September 13, 2023, as well as staff suggested edits. After discussion, the Board agreed to keep the Statement as originally written.

STATEMENT: "Move to accept the Library's Vision Statement as "The Brandon Township Public Library is a leader in providing resources that support robust collections, innovative programming, and services responsive to our community in a welcoming environment."

MOTION: H. Wills

SECOND: C. Gault

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

NAY: 0

12.6 Job Descriptions: Library Associate and Librarian

SUMMARY: L. Fromwiller presented updated Job Descriptions for the Library Associate and Librarian positions. She would also like to add under the "Essential Job Duties" section on each position, "Understand and apply the principles of intellectual freedom." Board would like the Librarian position to require an MLIS. Descriptions will be presented at the next meeting for approval.

13. STAFF REPORTS

Written Report was submitted

13.1 Library Statistics

14. CALENDAR REVIEW- October – Approve Final Budget

Director Evaluation

Board Evaluation

15. PUBLIC COMMENT

SUMMARY: S. Quick expressed her appreciation for the Board taking time to workshop the Vision Statement earlier in the month.

16. ON HOLD

- Public Computer and WIFI Policy
- Contracts List

17. ITEMS FOR NEXT AGENDA

- Purchasing Policy
- Job Descriptions
- Whistleblower Policy
- Incident Report Form Guidelines

18. ADJOURN

TIME: 6:33PM

**Next Regular Meeting:
October 24, 2023 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462**