1. CALL TO ORDER
   TIME: 5:00PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
   PRESENT   ABSENT W/ NOTICE   ABSENT
   NAME: Cole   ☒   ☐   ☐
   NAME: Gault  ☒   ☐   ☐
   NAME: Hagen  ☒   ☐   ☐
   NAME: Rathburg  ☒   ☐   ☐
   NAME: Taylor ☒   ☐   ☐
   NAME: Wills  ☒   ☐   ☐

4. APPROVAL OF THE AGENDA
   SUMMARY: No Changes

5. ELECTION OF OFFICERS
   SUMMARY: H. Wills presented a slate of nominations as shown below. No other
   nominations were put forth.
   STATEMENT: "I would like to make a slate to be presented: J. Rathburg-
   President, H. Wills-Vice President, S. Hagen-Secretary, and J. Taylor-
   Treasurer Financial Officer."
   MOTION: H. Wills  SECOND: S. Hagen
   VOTE – VIVA VOCE  YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
   NAY: 0
   SUMMARY: The appointed elected officers immediately begin their positions.

6. APPROVAL OF THE MINUTES
   DATE: October 24, 2023
   SUMMARY: No changes

7. CALL TO AUDIENCE
   SUMMARY: 1 staff- No comment
   Alan Allgaier, FOL Vice President- plans to attend Board meetings as able to foster communication between the organizations for the betterment of our library.

8. DIRECTOR’S REPORT
   Written Report was submitted by Director
   SUMMARY: Points of discussion: The Library of Things has had 34 checkouts since beginning in September and new items have been ordered to expand the
collection, Director attended the Library Marketing and Communications Conference and came away with some good ideas, and Director encourages the Board to watch the Library of Michigan’s “Open Meetings Act Refresher” (link was emailed).

9. TRUSTEE REPORTS
SUMMARY: From C. Gault-November FOL Meeting: John Hug attended the meeting, the FOL has over $18k in their funds, they gained 3 new members at the FOL Gala, FOL is holding the holiday basket Silent Auction (Nov 27-Dec 15), and they will hold a holiday book sale on Dec 8-9. Trustees are encouraged to all become FOL Members.

From J. Rathburg-Advocacy: In a MLA webinar about Freedom to Read Act, it was highlighted that Michigan is one of the first states to be presenting legislation on the Freedom to Read. Lansing should be sharing more information in January.

10. FINANCIAL OFFICER’S REPORT
10.4 Approve expenses paid for October 2023
STATEMENT: “Move to approve the expenses for the month of October for $72,605.03.”
MOTION: J. Taylor SECOND: C. Gault
VOTE – ROLL CALL YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

11. COMMITTEE REPORT
11.1 Ad-Hoc Trustee Recruitment (Hagen, Rathburg, Taylor, Fromwiller)
SUMMARY: The committee is going to create some invitations to physically hand out, mail, and email to prospective candidates.

11.2 Ad-Hoc Board Training (Taylor, Rathburg, Quick)
SUMMARY: Workshops should follow the Open Meetings Act. The Board will need to decide if their group training will take place as part of a regular meeting or as a special meeting.

11.3 Policies (Cole, Rathburg, Hagen)
11.3.1 Whistleblower Policy
SUMMARY: This policy is returning after being reviewed by the attorney. A section was added to clarify that only the Director or Board President be involved during the investigation. Whole Board will be informed of the outcome. C. Gault recommends that “Board” should be consistently capitalized throughout the policy.
STATEMENT: “Move to approve this policy with the amendments just mentioned.”
MOTION: J. Taylor SECOND: H. Wills
VOTE – VIVA VOCE YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0
11.3.2 Public Computer and WIFI Policy
SUMMARY: This policy has been attorney reviewed.
STATEMENT: “Move to approve.”
MOTION: C. Gault                    SECOND: J. Taylor
VOTE – VIVA VOCE    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
                    NAY: 0

11.3.3 Incident Report Policy
SUMMARY: L. Fromwiller spoke with the attorney about the approved addition that the Board be informed of all incident reports. Attorney suggested new language to have it be at the discretion of the Director on what to share. This will limit the amount of shared mundane issues and comply with privacy laws for more serious incidents.
STATEMENT: “Move to approve the Incident Report with the attorney suggestion for number 4.”
MOTION: H. Wills                    SECOND: C. Gault
VOTE – VIVA VOCE    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
                    NAY: 0

11.3.4 Donations and Gifts Policy & Guidelines
SUMMARY: The Policy and Guidelines are very repetitive of each other. The proposed new Policy combines the two and the committee would like to then rescind the Guidelines. V. Cole suggests new language in A.3. clarifying that “the donor is responsible for his or her tax benefits that may affect the gift(s).” This will be brought back after attorney review.

11.4 Finance (Gault, Taylor, Wills)
11.4.1 Line Item Budget
SUMMARY: With the approval of both the Cost Center and Line Item Budgets last month, J. Taylor presented an addition to the Purchasing Policy that allows the Director to “move funds between line items within Cost Centers but will obtain Board approval in advance of such moves over $5,000.” This will allow some flexibility in spending as staff and the Director needs.
STATEMENT: “Move to approve the change in the Purchasing Policy.”
MOTION: C. Gault                    SECOND: H. Wills
VOTE – ROLL CALL    YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
                    NAY: 0

12. COMMUNICATION

13. UNFINISHED BUSINESS
13.1 Director Evaluation Questions
SUMMARY: H. Wills and V. Cole reviewed the suggestions sent in by the rest of the Board and presented the revised Director Evaluation. When approved, every Trustee will score each individual question and comment on each overall section. The questionnaire will be sent out before the end of the year.
STATEMENT: “Move to approve.”
13.2 Exit Interview Discussion
SUMMARY: Per the discussion last month, L. Fromwiller shared the email survey sent out to the TLN Director’s Listserv with the Board. The result were that the interviews are usually the job of the Director. She suggested that in addition to revising the Exit Interview Questionnaire, a check box is added for the option for the employee to speak with a Board trustee.

H. Wills suggests that the option is to speak with the Board President, not any trustee. C. Gault suggests that the Director summarizes any issues/problems that are brought up in the interview and send it to the Board.

14. NEW BUSINESS
14.1 Job Descriptions: Implementation Manager & Building Monitor
SUMMARY: L. Fromwiller presents the Implementation Manager description as revised by herself and S. Quick. She also would like to rescind the Building Monitor position as it has not been used for several years and she does not foresee ever needing it filled. All staff covers the needed building supervision.

For edits to the Implementation Manager description, S. Hagen suggest expanding “Friends” to “Friends of the Library” and C. Gault changes “analyses” to “analyzes”.

STATEMENT: “Move to approve the Implementation Manager description and rescind the Building Monitor with the changes.”
MOTION: H. Wills  SECOND: C. Gault
VOTE – VIVA VOCE  YEA: Cole, Hagen, Rathburg, Taylor, Wills
NAY: 0

14.2 Building Signage
SUMMARY: S. Quick presents phase 2 of the signage project, perforated vinyl window clings. These would be placed on the main three windows leading to the main entrance. Three quotes were given by Signarama, Paramount Signs & GraphiX, and Fast Signs based on a provided design. The Library would like to work with Paramount for this project. Funds would be taken from the Promotions budget.

STATEMENT: “Move that we approve the Paramount Signs purchase for $885.”
MOTION: J. Taylor  SECOND: H. Wills
VOTE – ROLL CALL  YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

15. STAFF REPORTS
Written Report was submitted
15.1 Library Statistics

16. CALENDAR REVIEW- December – Fiscal Year Ends
   Strategic plan Update
17. PUBLIC COMMENT
SUMMARY: F. Hotchkiss- She expressed her joy that all the outreach statistics are now included in the state aid reports. All the outreach work librarians do are being recognized.

S. Quick- She appreciates all the work L. Fromwiller put into updating her job description to include all the additional work she has taken on since the creation of the job.

18. ON HOLD

19. ITEMS FOR NEXT AGENDA
• Exit Interview
• Donations and Gifts Policy
• Job Description

20. ADJOURN
TIME: 6:11PM

Next Regular Meeting:
December 19, 2023 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462