1. CALL TO ORDER
   TIME: 5:00PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
<table>
<thead>
<tr>
<th>PRESENT</th>
<th>ABSENT W/ NOTICE</th>
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</thead>
<tbody>
<tr>
<td>NAME: Cole</td>
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<tr>
<td>NAME: Gault</td>
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<td>NAME: Hagen</td>
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<tr>
<td>NAME: Rathburg</td>
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<td>NAME: Taylor</td>
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<tr>
<td>NAME: Wills</td>
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</tbody>
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4. APPROVAL OF THE AGENDA
   SUMMARY: No Changes

5. APPROVAL OF THE MINUTES
   DATE: November 21, 2023
   SUMMARY: In 5. Election of Officers: Change “Treasurer” to “Financial Officer” and “appointed” to “elected”. In 17 Public Comment: Remove the first “the” in first comment.
   STATEMENT: “Move to approve the minutes as amended.”
   MOTION: C. Gault
   SECOND: J. Taylor
   VOTE – VIVA VOCE
   YEA: Cole, Gault, Rathburg, Taylor, Wills
   NAY: 0

6. CALL TO AUDIENCE
   SUMMARY: 2 staff, 1 FOL

7. DIRECTOR’S REPORT
   Written Report was submitted by Director
   SUMMARY: Points of discussion: The FOL made $850 profit on their Silent Auction Gift Baskets, the Library received an AED machine via grant from the London Strong Foundation in Grand Blanc (the machine, wall mount, and training for staff and Board will be included), and the Library received 7 applications for the open Librarian position so far.

8. TRUSTEE REPORTS
   SUMMARY: From V. Cole-December FOL Meeting: The bookstore received $270 dollars last month and the silent auction was a great success.
From H. Wills-Director’s Evaluation: H. Wills sent the Board the link to the Director’s evaluation. Evaluations need to be completed by January 9, 2024 and the results will be presented at the January 23, 2024 Regular meeting.

9. FINANCIAL OFFICER’S REPORT
9.4 Approve expenses paid for November 2023
STATEMENT: “Move to approve the expenses for the month of November for $81,723.76.”
MOTION: H. Wills  SECOND: V. Cole
VOTE – ROLL CALL  YEA: Cole, Gault, Rathburg, Taylor, Wills
NAY: 0

10. COMMITTEE REPORT
10.1 Ad-Hoc Trustee Recruitment (Hagen, Rathburg, Taylor, Fromwiller)
SUMMARY: The committee handed out blank cards to trustees to invite prospective new trustees to the open house event. The open house will be held on Wednesday, March 6, 2024 from 6:00pm-8:00pm.

10.2 Ad-Hoc Board Training (Taylor, Rathburg, Quick)
SUMMARY: The tentative training plans for the three areas of focus are as follows: Boundaries between Director and Board- the committee is going to ask Steven Bowers, Executive Director of TLN, if he will be available to provide training via video call; Finance- C. Gault will provide one or two training sessions; Robert’s Rules of Order- the committee will provide an online video to all trustees to watch (all together or individually, TBD) and then speak as a group over topics covered. These sessions will most likely be held before or after regular meetings as schedules allow.

10.3 Policies (Cole, Rathburg, Hagen)
10.3.1 Donations and Gifts Policy & Guidelines
SUMMARY: L. Fromwiller presented this policy after attorney review and edits. C. Gault suggested changing the language in A.3. to read “the donor is responsible for determining the tax benefit.”
STATEMENT: “Move to approve.”
MOTION: C. Gault  SECOND: J. Taylor
AMENDED STATEMENT: “Move that we approve the Donations and Gifts Policy as amended and we rescind the Donations and Gifts Guidelines.”
MOTION: C. Gault  SECOND: J. Taylor
VOTE – VIVA VOCE  YEA: Cole, Gault, Rathburg, Taylor, Wills
NAY: 0

10.3.2 Lost and Found Policy
SUMMARY: L. Fromwiller presented the first draft of the policy with more clarification for specific items and occurrences. C. Gault made a few formatting suggestions. Policy will come back next month for approval.

10.3.3 Bed Bug Policy
SUMMARY: L. Fromwiller presented the first draft of this policy. J. Taylor made a minor formatting correction. The policy will come back next month for approval.

10.4 Finance (Gault, Taylor, Wills)
SUMMARY: The committee met recently to look over the income statement and budget as the year is coming to a close. Another meeting is scheduled for mid-January.

11. COMMUNICATION

12. UNFINISHED BUSINESS
12.1 Exit Interview Questionnaire
SUMMARY: L. Fromwiller presented an updated Questionnaire. She suggested another change to remove the question “Would you recommend BTPL as a place to work?”

V. Cole suggested rewording the last question to “Would you like to speak to the Board President about your experience with BTPL?”

STATEMENT: “Move we adopt the Exit Interview Questionnaire as amended.”
MOTION: J. Taylor  SECOND: H. Wills
VOTE – VIVA VOCE  YEA: Cole, Gault, Rathburg, Taylor, Wills  NAY: 0

13. NEW BUSINESS
13.1 Job Descriptions: Circulation Manager, Shelver, Circulation Assistant
SUMMARY: The Circulation Manager description is tabled until L. Fromwiller checks with the Attorney about exempt vs. non-exempt employees as defined by the Department of Labor. The Employee Classification Policy (PAY-2) may need to be updated to match.

The Shelver description was edited with the following: all verb tenses in Essential Job Duties were made consistent with ending in “-s”, Essential Job Duties #8 was removed, Education and Experience Requirements #2 will read “Must have a work permit from local public-school officials, if needed.”, and Essential Knowledge, Skills, and Abilities #6 will be moved to under Physical Demands and Working Conditions.

The Circulation Assistant description is tabled due to numerous suggestions, corrections, and edits. L. Fromwiller will make the changes and bring back to the next meeting.

STATEMENT: “Move to approve as amended.”
MOTION: C. Gault  SECOND: H. Wills
VOTE – VIVA VOCE  YEA: Cole, Gault, Rathburg, Taylor, Wills  NAY: 0

13.2 Pay Grade Update
SUMMARY: The MI minimum wage will be increased to $10.33 as of January 1, 2024. The Shelver pay was changed to reflect that. L. Fromwiller would also like to change the job title of Grade 3 to “Circulation Assistant.”

STATEMENT: “Move to approve the Pay Grade for 2024 as amended.”
13.3 Strategic Plan Goals
SUMMARY: S. Quick presented the Strategic Plan Goals as created by the committee. When these goals are in place, the staff will then create activities to be completed in the next two years. These activities will be flexible and measurable to allow needed changes as the community reacts to an activity or outside forces impacting the Library (i.e. COVID).

J. Taylor expressed some concern about the more hands-off role the Board will be taking in the Plan. S. Quick and C. Gault expanded on the reactive ability a staff driven plan will allow. The Board will still be receiving a quarterly update and financial activities will follow set policies on Board approval. Also, as this is only a two year plan, the Board can use this experience to determine the direction of the next plan.

STATEMENT: “Move to approve the Strategic Plan Goals as presented.”

MOTION: H. Wills SECOND: V. Cole
VOTE – VIVA VOCE YEA: Cole, Gault, Rathburg, Taylor, Wills
NAY: 0

14. STAFF REPORTS
Written Report was submitted
14.1 Library Statistics

15. CALENDAR REVIEW- January – Fiscal Year Begins
Director Evaluation

16. PUBLIC COMMENT
SUMMARY: F. Hotchkiss- Expressed her joy at being part of the Strategic Planning Committee and was honored to be part of it. She also is excited about the upcoming Battle of the Books competition and has been advertising during her outreach events. Many completed library card applications have been returned to her.

A. Allgaier- As the Board had noted that certain services/databases statistics have dropped the past couple months, he explained that this drop could be a regularly occurring seasonal event.

17. ON HOLD

18. ITEMS FOR NEXT AGENDA
- Lost and Found Policy
- Bed Bug Policy
- Director’s Evaluation Results
- Job Descriptions

19. ADJOURN
TIME: 6:47PM
Next Regular Meeting:
January 23, 2024 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462