BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting January 23, 2024 at 5:00 p.m.
Rescheduled to January 31, 2024 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
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<th>PRESENT</th>
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<tbody>
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<td>Present: 6</td>
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4. APPROVAL OF THE AGENDA
   SUMMARY: No Changes

5. APPROVAL OF THE MINUTES
   DATE: December 19, 2023
   SUMMARY: No changes

6. CALL TO AUDIENCE
   SUMMARY: 4 staff, 2 FOL, 4 Community Members
   S. Warner—She expressed concern with how the issue regarding the ALA’s documents were discussed and handled by the Board. She felt that with the diversity in the community, the Library is supposed to be a welcoming and safe place for everybody and staff should have been part of the discussion as they interact with patrons daily.
   Andrei—He stated that the idea of a collective community needs to be “toned down”. There are many different peoples, groups, interests, views, etc. There is no such thing as just one community.
   NA’Arah—She voiced concern on some of the book selections in the youth department and that in the effort to not discriminate against others, she feels discriminated against for her morals/beliefs. She suggests that books be marked, labeled, or separated to indicate different topics parents may not want their children to read. She wants a place for her children to roam and explore safely with and without her next to them.

7. DIRECTOR’S REPORT
   Written Report was submitted by Director
SUMMARY: Points of discussion: A formal offer was accepted by a new Librarian and she will start on February 12, 2024; the Summer Reading committee has started meeting to discuss the Adventure themed events for the coming season; the FOL presented a check to the Library for $6,000 for 2024; and LED lighting fixtures are being installed throughout the Library.

8. TRUSTEE REPORTS
SUMMARY: From H. Wills-Director’s Evaluation: All of the raw data has been received and V. Cole and H. Wills have complied the data into a comprehensive report that will be sent out to trustees soon. Any recommended edits/additions to the report and goals need to be returned to H. Wills by February 7, 2024.

From J. Rathburg- January FOL Meeting: A. Allgaier and T. Roberts presented to the Library a check for $6,000. The Citizen was present. The FOL has over $21,000 in their funds and the Christmas baskets brought in over $820 with additional donations made when patrons picked up their baskets. The outdoor garden instruments project may resume again with a new welding teacher at the high school.

From C. Gault- She has sent out, via email, training opportunities for trustees from the Library of Michigan and MSU.

9. FINANCIAL OFFICER’S REPORT
9.4 Approve expenses paid for December 2023
STATEMENT: “Move to approve the expenses for the month of November for $103,907.71.”
MOTION: H. Wills SECOND: C. Gault
VOTE – ROLL CALL YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
NAY: 0

10. COMMITTEE REPORT
10.1 Ad-Hoc Trustee Recruitment (Hagen, Rathburg, Taylor, Fromwiller)
SUMMARY: A reminder that the open house will be held on Wednesday, March 6, 2024 from 6:00pm-8:00pm. J. Rathburg will create an initial agenda for the night and the committee will discuss it.

10.2 Ad-Hoc Board Training (Taylor, Rathburg, Quick)
SUMMARY: Steven Bowers, Executive Director of TLN, will conduct a trustee training session via Zoom on February 27, 2024 from 4:00-5:00pm before the next Board meeting. Thanks to S. Quick for organizing this.

10.3 Policies (Cole, Rathburg, Hagen)
10.3.1 ALA’s Freedom to Read Statement, Library Bill of Rights, and Code of Ethics
SUMMARY: J. Rathburg recommends, on behalf of the committee, that as the ALA’s Freedom to Read Statement, Library Bill of Rights, and Code of Ethics are copyrighted material, the Library Board no longer treat these documents as our own and rescind approval of them. As the Library staff are
professionals and ALA members they may continue to follow these guidelines.

L. Fromwiller adds that these documents provide principles to individual library professionals that are already represented in our Library’s policies, procedures, and job descriptions. The documents will be included in the appendix of the staff manual for reference.

J. Taylor adds that ALA’s website mentions that these documents were “to give advice to librarians on various aspects of library service.” As the Board are not library professionals, they should not be adopted by the trustees.

**STATEMENT:** “Move to rescind the policies Freedom to Read Statement, Code of Ethics of the American Library Association and Library Bill of Rights as a policy and include them in as an appendix to our personnel policies.”

**MOTION:** C. Gault **SECOND:** J. Taylor

**VOTE – VIVA VOCE**

**YEA:** Cole, Gault, Hagen, Rathburg, Taylor, Wills

**NAY:** 0

### 10.3.2 Lost and Found Policy

**SUMMARY:** L. Fromwiller presented the attorney reviewed and edited draft of the policy. V. Cole asked about the retention of the records of lost items and if it should be stated in the policy. L. Fromwiller explained that a notebook is in continuous use and doesn’t need to be in the policy.

**STATEMENT:** “Move to approve the Lost and Found Policy as presented.”

**MOTION:** H. Wills **SECOND:** J. Taylor

**VOTE – VIVA VOCE**

**YEA:** Cole, Gault, Hagen, Rathburg, Taylor, Wills

**NAY:** 0

### 10.3.3 Bed Bug Policy

**SUMMARY:** L. Fromwiller presented the attorney reviewed draft of this policy. She also assures that the Library doesn’t have a bed bug issue; this is preparation for the possibility.

**STATEMENT:** “Move to approve the Bed Bug Policy as presented.”

**MOTION:** H. Wills **SECOND:** V. Cole

**VOTE – VIVA VOCE**

**YEA:** Cole, Gault, Hagen, Rathburg, Taylor, Wills

**NAY:** 0

### 10.4 Finance (Gault, Taylor, Wills)

**SUMMARY:** The committee met on January 15, 2024 to discuss: having a capital maintenance replacement expenditure plan by the end of the first quarter, the impact of approval of the line item and cost center budgets, the end of year statements, and the upcoming audit.

K. Rocheleau updated the Board and committee on the progress with the Library’s accountant on the yearend adjustments. A document will be sent to the committee detailing the entries made and ones in progress.

### 11. COMMUNICATION

**SUMMARY:** 12 letters were given to the Board regarding the ALA documents.
12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Job Descriptions: Circulation Manager, Circulation Assistant

SUMMARY: Per the request at the December meeting for clarification on exempt vs. non-exempt status, L. Fromwiller reports that the attorney verified that the Circulation Manager does qualify for non-exempt status. Further edits suggested were fixing the tense in #10 and removing “setting” from #3 on the Education section.

The Circulation Assistant edits were: fixing the tenses on #2, changing “oversee” to “guide” on #8, removing the periods on #8 and #9, and switching the order of #13 and #14.

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

13.2 Strategic Plan

SUMMARY: S. Quick presented the 2024-2026 Strategic Plan document which included: all community, staff, and Board survey/interview results, community demographic information, planning highlights, and goals. One edit she will be making is to the Community Profile to read “Our new building was built half a mile down the road in 2000...”. She also recommended changing the Organizational Excellence focus area’s explanation to read “Benefit staff in a nurturing setting that provides essential tools and training, stimulating empowerment and role involvement.”

The Board will receive updates on the strategic plan with activities and the measurement metrics each quarter.

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

14. STAFF REPORTS

Written Report was submitted

14.1 Library Statistics

15. CALENDAR REVIEW– February – Review Board By-Laws

16. PUBLIC COMMENT

SUMMARY: Andrei– He finds it concerning that the Library staff will be allowed to follow the ALA’s guidelines with principle #9. It takes a lifetime and friendship to understand and help others through biases. It is arrogant for the Library and staff to assume that they can judge and fix a patron’s biases. He hopes that staff isn’t required follow this guideline.

NA’Arah– In trying to create equality, the Library should be reaching out and speaking directly to the diverse/minority community to find what
they would like or need. Unintentional offense maybe given if the Library assumes what a minority needs/wants.

17. ON HOLD

18. ITEMS FOR NEXT AGENDA
   • Director’s Evaluation

19. ADJOURN
   TIME: 5:58PM

Next Regular Meeting:
February 27, 2024 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462