BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting February 27, 2024 at 5:00 p.m.
Community Room
304 South Street
Ortonville, MI 48462

1. CALL TO ORDER
   TIME: 5:00 PM

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

5. APPROVAL OF THE MINUTES
   DATE: January 31, 2024
   STATEMENT: “Motion to remove comments in Section 6 and 16, and to replace
   the word “maintenance” with “replacement” in Section 10.4.
   MOTION: J. TAYLOR                                SECOND: H. WILLS
   VOTE – VIVA VOCE YEA: 6                           NAY: 0

6. CALL TO AUDIENCE

7. DIRECTOR’S REPORT

8. TRUSTEE REPORTS

9. FINANCIAL OFFICER’S REPORT
   9.1. Review Check Register as of January 31, 2024
   9.2. Review Balance Sheet (Accrual Basis) as of January 31, 2024
   9.3. Review Income Statement as of January 31, 2024
   9.4. Approve Expenses Paid for January 2024
   STATEMENT: “Motion to approve expenses for the month of January for
   $109,264.24
   MOTION: J. TAYLOR                                SECOND: H. WILLS
   VOTE – VIVA VOCE YEA: Cole, Gault, Hagen, Rathburg, Taylor, Wills
   NAY: 0

10. COMMITTEE REPORTS
10.1. Ad-Hoc Trustee Recruitment- Open House (Hagen, Rathburg, Taylor, Fromwiller)
10.2. Ad-Hoc Board Training (Taylor, Rathburg, Quick)
10.3. Policies (Cole, Rathburg, Hagen)
  10.3.1. Confidentiality Policy
10.4. Finance (Gault, Taylor, Wills)
  10.4.1. Purchase Approval

STATEMENT: “Motion to table the vote until next month”
MOTION: J. TAYLOR SECOND: C. GAULT
VOTE – VIVA VOCE  YEA: 6  NAY: 0

11. COMMUNICATION

12. UNFINISHED BUSINESS

13. NEW BUSINESS
  13.1. Board Bylaw Review
  13.2. Job Descriptions: Public Services Manager

STATEMENT: “Motion to approve as amended”
MOTION: C. GAULT  SECOND: H. WILLS
VOTE – VIVA VOCE  YEA: 6  NAY: 0

13.3. Director Evaluation - Closed session requested

STATEMENT: “Motion to close the meeting to go into Closed Session at 5:52PM”
MOTION: H. WILLS  SECOND: J. TAYLOR
VOTE – VIVA VOCE  YEA: 6  NAY: 0
STATEMENT: “Motion to open the meeting from Closed Session at 7:07 PM”
MOTION: C. GAULT  SECOND: H. WILLS
VOTE – VIVA VOCE  YEA: 6  NAY: 0
STATEMENT: “Motion to approve the outcome of the Closed Session”
MOTION: C. GAULT  SECOND: H. WILLS
VOTE – VIVA VOCE  YEA: 6  NAY: 0

13.4. Request extended library hours (3 hours) on May 4th for the Garage Sale and July 26th (3 hours) for a teen program

STATEMENT: “Motion to approve the request for extended Library hours”
MOTION: H. WILLS  SECOND: J. TAYLOR
VOTE – VIVA VOCE  YEA: 6  NAY: 0

14. STAFF REPORTS
  14.1 Library Statistics

15. CALENDAR REVIEW-MARCH-STRATEGIC PLAN UPDATE

16. PUBLIC COMMENT

17. ON HOLD

18. ITEMS FOR NEXT AGENDA
  • By Laws
• Board Training with the Director
• Review New Minutes
• Strategic Plan Update
• Calendar Review
  • Patron usage
• Confidentiality Policy
• Server Purchase

19. ADJOURN
TIME: 7:27 PM

Next Regular Meeting:
March 26, 2024 @ 5:00 pm
Community Room
304 South Street
Ortonville, MI 48462