

**BRANDON TOWNSHIP PUBLIC LIBRARY**  
**Regular Meeting**  
**August 25, 2026 at 5:00 p.m.**  
**304 South Street**  
**Ortonville, MI 48462**  
**Community Room**

**1. CALL TO ORDER**

TIME: 5:00 pm

**2. PLEDGE OF ALLEGIANCE**

| <b>3. ROLL CALL</b> | <b>PRESENT</b>                      | <b>ABSENT WITH NOTICE</b> | <b>ABSENT</b>            |
|---------------------|-------------------------------------|---------------------------|--------------------------|
| NAME: Crockett      | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| NAME: Gault         | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| NAME: Jones         | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| NAME: Rathburg      | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| NAME: Sotzen        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| NAME: Taylor        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |

**4. APPROVAL OF THE AGENDA**

**5. APPROVAL OF THE MINUTES, July 28, 2026 REGULAR MEETING**

**6. CALL TO AUDIENCE**

**7. DIRECTOR'S REPORT**

**8. TRUSTEE REPORTS**

**9. FINANCIAL OFFICER'S REPORT**

9.1. Review Check Register as of July 31, 2026

9.2. Review Balance Sheet as of July 31, 2026

9.3. Review Income Statement as of July 31, 2026

9.4. Approve Expenses Paid for February 2026

STATEMENT: "I move to approve the July 2026 expenses of \$78,246.74."

MOTION: Sotzen

SECOND: Rathburg

VOTE – ROLL CALL

YEA: 6

NAY: 0

9.5. Budget Adjustments

**10. COMMITTEE REPORTS**

10.1. Policies (Jones, Sotzen, Taylor)

10.1.1. Workplace Accommodations Policy

This will come back to the board next month.

10.2. Finance (Crockett, Gault, Rathburg)

10.2.1. Outdoor Landscaping

STATEMENT: "I move to approve the bid from Michigan Outdoor Service for up to \$30,000 to provide landscaping for our Storywalk."

MOTION: Crockett                      SECOND: Rathburg

VOTE – ROLL CALL                      YEA: 6                      NAY:

10.2.2. Vestibule Heaters Quote

STATEMENT: "I move to approve the quote from Goyette Mechanical for \$16,297 to replace the two vestibule heaters."

MOTION: Crockett                      SECOND: Sotzen

VOTE – ROLL CALL                      YEA: 6                      NAY:

10.2.3. Water Heater Quotes

STATEMENT: "I move to approve the quote from Goyette Mechanical for \$14,873 to replace the hot water heater."

MOTION: Crockett                      SECOND: Jones

VOTE – ROLL CALL                      YEA: 6                      NAY:

10.3. Ad-Hoc 100th Anniversary Committee (Rathburg, Taylor)

**11. COMMUNICATION**

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

13.1. Closure for parking lot sealing/stripping

STATEMENT: "I move to approve the library closing on Friday, September 4, 2026–weather permitting–or a day to be determined by the director based on the weather."

MOTION: Taylor                      SECOND: Gault

VOTE -                      YEA: 6                      NAY: 0

**14. 2027-2029 Strategic Plan**

14.1. Meeting on September 1, 2026 at 5 PM to discuss Mission & Vision Statements

14.2. Schedule next meeting

September 29, 2026 at 4:30pm in the Meeting Room.

**15. STAFF REPORTS**

15.1. Library Statistics

**16. CALENDAR REVIEW – September-** Strategic Plan Update  
Start Board Evaluation

**17. PUBLIC COMMENT**

**18. ON HOLD**

**19. ITEMS FOR NEXT AGENDA**–Workplace Accommodations Policy  
Select an Auditor

**20. Adjourn**  
Time: 5:57pm

**Next Regular Meeting:  
September 22, 2026 @ 5:00 p.m.  
Education Session @ 4:45 p.m.  
Community Room  
304 South Street  
Ortonville, MI 48462**