BRANDON TOWNSHIP PUBLIC LIBRARY
Regular Meeting
September 22, 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

3. ROLL CALL	**PRESENT**	**ABSENT WITH NOTICE**	**ABSENT**
NAME: Crockett	☒	☐	☐
NAME: Gault	☒	☐	☐
NAME: Jones	☒	☐	☐
NAME: Rathburg	☒	☐	☐
NAME: Sotzen*	☒	☐	☐
NAME: Taylor	☒	☐	☐

*Sotzen arrived at 5:09PM.

4. APPROVAL OF THE AGENDA
STATEMENT: "I move to approve the agenda as amended."
MOTION: Taylor SECOND: Rathburg
VOTE - YEA: 5 NAY: 0

5. APPROVAL OF THE MINUTES, September 1, 2026 REGULAR MEETING

6. CALL TO AUDIENCE

7. DIRECTOR'S REPORT

8. TRUSTEE REPORTS
FOL is looking to increase membership; Laura will be helping by adding information to the library e-newsletter.

9. FINANCIAL OFFICER'S REPORT
9.1. Review Check Register as of August 31, 2026

9.2. Review Balance Sheet as of August 31, 2026

9.3. Review Income Statement as of August 31, 2026

9.4. Approve Expenses Paid for August 2026

STATEMENT: "I move to approve the July 2026 expenses of $125,922.81."

MOTION: Taylor 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

STATEMENT: "I move to approve the Workplace Accommodations Policy as amended, subject to legal review."

MOTION: Rathburg SECOND: Jones

VOTE - YEA: 6 NAY:0

10.1.2. Paid Time Off Policy and Sick Leave Policy

STATEMENT: "I move to approve the Paid Time Off Policy and Sick Leave Policy as presented."

MOTION: Jones SECOND: Sotzen

VOTE - YEA: 6 NAY:0

10.2. Finance (Crockett, Gault, Rathburg)

10.2.1. Locksmith Quotes

STATEMENT: "I move to approve the bid from FlyLock Security Solutions for up to $15,000 to replace the locks in the building."

MOTION: Crockett SECOND: Rathburg

VOTE - ROLL CALL YEA: 6 NAY:0

10.2.2. Auditor RFPs

STATEMENT: "I move to approve Gabridge & Company, PLC as our auditing firm for the next three years for $24,300."

MOTION: Crockett SECOND: Taylor

VOTE - ROLL CALL YEA: 6 NAY:0

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

10.4. Ad-Hoc Strategic Planning Committee (Gault, Crockett)

Laura chose the staff members for the committee: Alyssa Waldie, Sara Ault, Michael Beckman, Jesse Cornea, and Lorry Traver. The first meeting will be Thursday, September 24, 2026.

11. COMMUNICATION

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. 2027-2029 Strategic Plan

14.1. Mission and Vision Statements

STATEMENT: "I move to approve the current Mission Statement and the changed Vision Statement for our 2027-2029 Strategic Plan."

MOTION: Rathburg SECOND: Crockett

VOTE - YEA: 6 NAY:0

15. STAFF REPORTS

15.1. Library Statistics

16. CALENDAR REVIEW – October- Approve Final Budget
Board Evaluation
Approve Calendar

17. PUBLIC COMMENT

18. ON HOLD

19. ITEMS FOR NEXT AGENDA

20. Adjourn

Time: 5:58pm

Next Regular Meeting:
October 27, 2026 @ 5:00 p.m.
Education Session @ 4:45 p.m.
Community Room
304 South Street
Ortonville, MI 48462