

(The minutes will be approved at the next board meeting)
Brighton District Library
Board of Trustees Meeting Minutes
November 21, 2006

CALLED TO ORDER: This meeting was called to order at 7:31 p.m.

ATTENDANCE: Present: President Jack Nowicki, Lee Gough, Anne King-Hudson, Charles Osterdale, Jeannette Hill, Jane Clarke., Jane Petrie and new Board member elect Scott Nielsen.
Absent: none
Staff: Director Charlene Huget, Joy Cichewicz, Automated Services Supervisor
Guest: Evelyn Montgomery, Chief Deputy County

APPROVAL OF AGENDA: Moved by Jeannette Hill and seconded by Anne King-Hudson to approve the agenda. Motion carried

APPROVAL OF MINUTES: Moved by Anne King-Hudson and seconded by Charles Osterdale to approve the October 17, 2006-Board Minutes. Motion carried.

Moved by Jane Clarke and seconded by Jeannette Hill to approve the October 20, 2006-Board Retreat Minutes. Motion carried

Moved by Jane Clarke and seconded by Charles Osterdale to approve the November 8, 2006-Committee Minutes. Motion carried.

PUBLIC COMMENTS: Evelyn Montgomery, Chief Deputy County, swore in Board of Trustee members Lee Gough, Jane Petrie, Anne King-Hudson and new Board member elect, Scott Neilsen for terms beginning January 2007.

STAFF COMMENTS: Joy Cichewicz, Automated Services Supervisor presented to the Board an Automated Service update:

- We will be able to accept credit cards soon. Credit card donations can be made on line only. All other purchases or paying fines will have to be made at the library. The cost for this service is minimal.
- Fiber has just been installed and is operational.
- Computer class attendances are high. Joy gave an update of upcoming classes at the library.
- Update of the Webserver is the next priority. The Network server is next to be updated.
- Discussed articles regarding Livingston County and free wireless internet.

PRESIDENT'S REPORT:

- Introduced Scott Neilsen to the Board. Scott is a BHS 2000 graduate. He is working on a second degree in nursing. He has lived in Brighton all his life.
- The Election of 2007 Board of Trustee Officers was discussed. Anne King-Hudson suggested the following people to be nominated: Jane Clarke-President,

Lee Gough-Vice President, Jack Nowicki-Treasurer, Jane Petrie-Secretary, Jeannette Hill-Trustee, Anne King-Hudson-Trustee and Scott Neilsen-Trustee. Jeannette Hill will fill in for Jack Nowicki when he is away. Election will be held at the January Board Meeting.

- Fundraising trends were discussed. A fundraising quarterly report was requested to give an update of donations.
- Statistic reports that Ed Rutkowski, Head of Reference, completed were discussed.
- The Board presented a plaque to Charles Osterdale recognizing his dedicated service to library, staff and patrons.

DIRECTOR'S REPORT:

- Special Assessment District status was discussed. The SAD meeting will be held on December 7, 2006.
- Capital Spending Plan and the 5 year Financial Plan is in process.
- Kudos to Carla Sharp, Youth Services Supervisor, for obtaining several people to donate their time to do workshops/programs.
- A special meeting will be held November 30th, 2006 to approve the budget amendments.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #06-0062: Moved by Anne King-Hudson and seconded by Charles Osterdale to approve the payment of bills based on claims docket in the amount \$ 40,542.02 dated 11/21/06. Motion carried

Resolution #06-0063: Moved by Anne King-Hudson and seconded by Jeannette Hill to approve the payment of payroll checks dated 10/19/06, 11/02/06 and 11/16/06. Motion carried.

Resolution #06-0059: Moved by Jane Petrie and seconded by Anne King-Hudson to approve the Audit Contract. Motion carried

Resolution 06-0064: Moved by Jane Clarke and seconded by Anne King-Hudson to approve an increase of 5% to the base salary of the Director and an additional \$500 contribution to the deferred compensation as per the Employee Agreement of the year 2006/2007. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising:

- 2007 Board Objectives: The Committee met on November 8th to discuss the objectives. It was suggested for the New Year that the library start a strategic plan for 2007 involving the Director, Management team and the input from the Board and the community.
- Status of the Bookmobile will be discussed at the December Board meeting.

Public Relations:

Discussion of the meeting with Salem/South Lyon and Northfield Township postpone until January Board meeting.

OLD BUSINESS: none

NEW BUSINESS: none

BOARD COMMENTS:

Trustee Educational Film-Overview-Trustee Training postpone until January Board meeting.

ADJOURNMENT: This meeting adjourned at 9:15 p.m.

Minutes approved by Charles Osterdale, Board Secretary, Brighton District Library.

Respectfully submitted,

| Susan Wilson, Recording Secretary
Brighton District Library

Next Committee Meeting: Tuesday, December 5, 2006

Next Board Meeting: Tuesday, December 19, 2006