

(The minutes will be approved at the next board meeting)  
Brighton District Library  
Board of Trustees Meeting Minutes  
December 19, 2006

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

**ATTENDANCE:** Present: President Jack Nowicki, Anne King-Hudson, Jeannette Hill, Lee Gough, Scott Nielson, Jane Petrie and Charles Osterdale.  
Absent: Jane Clarke  
Staff: Director Charlene Huget, Ed Rutkowski, Head of Reference

**APPROVAL OF AGENDA:** Moved by Lee Gough and seconded by Anne King-Hudson to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Lee Gough and seconded by Jeannette Hill to approve the November 21, 2006-Board Minutes. Motion carried.

Moved by Lee Gough and seconded by Anne King-Hudson to approve the November 30, 2006-Special Budget Board Meeting. Motion carried.

**PUBLIC COMMENTS:** none

**STAFF COMMENTS:** Ed Rutkowski, Head of Reference:

- Gave an updated status report on the Bookmobile. The Board requested another report in April.
- A Summary of Data regarding items missing, theft and the security gate was discussed.

**PRESIDENT'S REPORT:** The following were discussed

- The process for selecting a new library director
  - To establish a search committee-Anne King-Hudson moved and Charles Osterdale seconded. Motion carried.
  - Where to advertise
  - Interview process
  - Establish job criteria
  - Time-line
- Prioritizing the 2007 Board and Director's Objectives
- Chairman's report to the Board of Trustees 2006 Accomplishments and Challenges for 2007
- Tax breaks for donors age 70 ½ using IRA Accounts

**DIRECTOR'S REPORT:** The following were discussed

- Charitable contributions

- Since the fundraising brochures been mailed-\$1,500 has been donated. On-line credit card donations have been received. Year to date donations is \$9,266.00. In-kind donation total for the year is \$37,907.25.
- Credit card policy is still being drafted.
- Community Foundation contributions were discussed.
- The Board requested a quarterly report of contributions/donations.
- The status of the slip and fall-the Board agreed with the insurance company that the library is not liable.
- A draft of the 2007 Strategic Planning process draft was presented to the Board.
  - A customer satisfaction survey for the strategic planning will be used
  - First meeting will be January 22, 2007.

**COMMITTEE REPORTS:**

**Budget/Finance:**

Resolution #06-0066: Moved by Anne King-Hudson and seconded by Charles Osterdale to approve the payment of bills based on claims docket in the amount \$19,377.01 dated 12/05/06 and \$37,807.48 dated 12/19/06. Motion carried

.Resolution #06-0067: Moved by Anne King-Hudson and seconded by Lee Gough to approve the payment of payroll checks dated 11/30/06 and 12/14/06. Motion carried.

SAD Road Assessment was discussed. At the December 21, 2006 City Council meeting the library will object being a part of the Special Assessment District for the expansion of Orndorf Drive.

**Policy/Personnel:** none

**Building/Technology:** none

**Planning/Fundraising:**

Resolution #06-0068: Moved by Anne King-Hudson and seconded by Jeannette Hill to approve the Election of the officers for the 2007 Board of Trustees as follows:

Jane Clarke-President, Lee Gough-Vice President, Jack Nowicki-Treasurer, Jane Petrie-Secretary, Anne King-Hudson, Trustee, Jeannette Hill, Trustee and Scott Nielsen, Trustee. Motion carried.

Chairpersons for the Committees will need to be determined by Jane Clarke and Lee Gough at the next meeting.

**Public Relations:** none

**OLD BUSINESS:** none

**NEW BUSINESS:** A group picture of the 2007 Board of Trustee was taken.

**BOARD COMMENTS:**

**ADJOURNMENT:** This meeting adjourned at 9:00 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, January 9, 2007

Next Board Meeting: Tuesday, January 16, 2007