

Brighton District Library
Board of Trustees
December 21, 2004

CALLED TO ORDER: This meeting was called to order at 7:37 p.m.

ATTENDANCE: Present: President Charles Osterdale, Lisa Berry-Bobovski, Eric Schultz, Anne King-Hudson and Jack Nowicki.

Absent: Jeannette Hill, Mary Hunt and Jane Clark

Staff: Director Charlene Huget, Assistant Director Karen Keller and Carla Sharp,
Head of Youth Department

APPROVAL OF AGENDA: Moved by Anne King-Hudson and seconded by Lisa Berry-Bobovski to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Anne King-Hudson and seconded by Lisa Berry-Bobovski to approve the December 7, 2004 Board/Committee Meeting. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Carla Sharp, Head of Youth Department, gave a demonstration of the new service we are providing our patrons. It's Tutor.com. This provides tutoring on subjects like math, science, chemistry, language arts for students from 4th to 12th grade and even the first year of college. The library is in the process of promoting this service to our patrons through press releases, flyer etc. This service is available on the library web site from 5 p.m. to 11 p.m. seven days a week. Carla informed the board of the two grants she was awarded by the Target Store Corporation to promote early literacy for both the parents/caregivers and children. Through these grants Carla's department was able to put together 30 activity packs/kits to help promote early literacy.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: The Board orientation and development meeting date is set for January 17, 2005. An official notice/letter from the Livingston County Clerk regarding the elections was presented. The donation amount from the fundraising mailed in November is now \$1,200. Next month the Technical Plan will be ready. A Public Relations Policy was presented to the board for approval. Resolution #04-0080: Moved by Anne King-Hudson and seconded by Eric Schultz: To approve the 2004 Audit contract from auditor Laurie Videtta, Buss and Company, in the amount of \$5,500. This company is a sole source. Motion carried. A meeting with Doreen Hannon, Director of the Salem-South Lyon Library is set for January 27, 2005 to discuss Green Oak Township services. Ron Loyd, Director of Northfield Library, has not indicated yet whether he'll attend the meeting. The electricity letter from DTE Energy and the response letter from Quest were discussed. The board would like library to write a letter to our senator regarding pending legislation concerning electrical service.

COMMITTEE REPORTS:

Budget/Finance:

Resolution#04-0076: Moved by Anne King-Hudson and seconded by Eric Schultz to approve the payment of bills based on claims docket in the amount of \$37,972.10 dated 12/21/04. Motion carried.
Resolution#04-0077: Moved by Anne King-Hudson and seconded by Lisa Berry-Bobovski to approve the payment of payroll checks dated 11/18/04, 12/2/04 and 12/16/04. Motion carried.

Policy/Personnel: Moved by Lisa Berry-Bobovski and seconded by Anne King-Hudson to approve Resolution #04-0078: To approve the Public Relations Policy as amended. Motion carried.

Planning/Fundraising: Jack Nowicki gave an updated report on the Planning and Fundraising Committee.

Building Technology: none

Public Relations: Karen Keller presented to the board the printing contract from First Impression for the library's newsletters. Moved by Anne King-Hudson and seconded by Eric Schultz to approve Resolution #04-0079: To accept the contract proposal from First Impression. Motion carried.

OLD BUSINESS: The following is the proposed Slate of Officers for 2005. The final decision will be at the next meeting:

President Anne King-Hudson
Vice President Jack Nowicki
Treasurer Jeannette Hill
Secretary Mary Hunt

NEW BUSINESS: none

BOARD COMMENTS: President Charles Osterdale presented a plaque to Lisa Berry-Bobovski for her dedicated service to the library, staff and patrons.

ADJOURNMENT: This meeting adjourned at 9:25 p.m.

Respectfully submitted,

Susan Wilson, Administrative Assistant
Brighton District Library

Next Committee Meeting: January 4, 2005
Next Board Meeting: Tuesday, January 18, 2005