

(The minutes will be approved at the next board meeting)
Brighton District Library
Board of Trustees Meeting Minutes
February 19, 2008

CALLED TO ORDER: This meeting was called to order at 7:34 p.m.

ATTENDANCE: Present: President Lee Gough, Scott Nielsen, Jeannette Hill, Jane Clarke and Jane Petrie.

Absent: John Yera and Anne King-Hudson

Staff: Director Nancy B. Johnson, Ed Rutkowski, Assistant Director, Carla Sharp, Youth Services Supervisor and Sue Wilson, Administrative Assistant.

APPROVAL OF AGENDA: Moved by Jeannette Hill and seconded by Jane Petrie to approve the agenda with the addition of discussing the February 5, 2008 Personnel Committee Minutes under Policy/Personnel. Motion carried.

APPROVAL OF MINUTES: Moved by Jane Clarke and seconded by Jeannette Hill to approve the January 15, 2008 Board Meeting Minutes. Motion carried.

Moved by Jane Clarke and seconded by Jeannette Hill to approve the February 5, 2008 Committee Meeting Minutes. Motion carried

PUBLIC COMMENTS: none

STAFF COMMENTS: Carla Sharp, Youth Services Supervisor, gave a power point presentation that was put together for the Friends to show many wonderful programs they sponsored in 2007 Summer Reading Program: there were a total of 1203 participants; the largest age groups were 6-8 years of age and there were more than 6,000 books read. This year the Youth Department is collaborating with the Brighton Area Schools, as well as child care businesses, in the area to do programs such as first library card sign up, book clubs and story time. Carla has written a grant to Walmart/Sam's Club for an early literacy reading program. The Board thanked Carla for her presentation.

PRESIDENT'S REPORT: President Lee Gough praised Director Johnson's community involvement and support.

DIRECTOR'S REPORT:

- Met with Gene King, Loss Control Consultant, from the Michigan Municipal League. The discussion centered on loss/risk management concepts, building issues, employee records. Possibly do employee training/self analysis.
- Met with Kathleen Zaenger, Director of the Howell Carnegie District Library. Looking to do collaborative programs such as job fairs and United Way projects.
- There was discussion regarding our snow removal company charging a surcharge for salt due to the short supply.
- Director Johnson presented a recognition certificate from the Livingston Women's Club for graciously supporting the 2007 Giving Tree Program. There were 1450 wishes granted last year.
- Director Johnson will present information at the next Board meeting regarding property assessments in Livingston, Oakland and Washtenaw counties.
- Circulation statistics were discussed.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #08-0006: Moved by Jane Clarke and seconded by Jane Petrie to approve the payment of bills based on claims docket in the amount of \$249,392.68 dated 2/19/08. Motion carried.

Resolution #08-0007: Moved by Jane Clarke and seconded by Scott Nielsen to approve the payment of payroll checks dated 1/24/08 and 2/07/08. Motion carried.

Resolution 08-0008: Moved by Jane Petrie and seconded by Scott Nielsen to approve the addition of Director Nancy B. Johnson signature as authorization for the bank's CD's and the safety deposit box. Motion carried.

Policy/Personnel: The Board discussed the Personnel Committee meeting minutes regarding the evaluation of Director Nancy B. Johnson. The Board is pleased to report that Director Johnson's performance during her first three months is more than satisfactory and appreciates the enthusiasm and energy she brings to her job.

Building/Technology: The Building/Technology Committee will meet on Tuesday, May 6, 2008.

Planning/Fundraising: The Planning/Fundraising Committee will meet on March 4, 2008. Director Johnson was pleased to announce that the Friends has approved their 2008 Budget and will continue to support library programming. Jane Clarke will attend the Friends meeting in March.

Public Relations: The Public Relations Committee will meet on April 1, 2008.

OLD BUSINESS:

- Assistant Director Rutkowski discussed with the Board the Value-Line Investment Electronic Database subscription. This is a one year subscription and will be reviewed at the end of the subscription to decide whether to continue this service.
- The “A” bond rating from Standard & Poor was discussed.

NEW BUSINESS: none

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:30 p.m.

Minutes approved by Scott Nielsen, Board Secretary, Brighton District Library.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

Next Committee Meeting: Tuesday, March 4, 2008

Next Board Meeting: Tuesday, March 18, 2008