

Brighton District Library
Board of Trustees Meeting Minutes
January 19, 2016

CALLED TO ORDER: The meeting was called to order at 7:34 by President Kathryn Poppy

ATTENDANCE: Present: President Kathryn Poppy, Arla McPeek, Jeannette Hill, Jane Petrie and Margaret McDonald.

Absent: Sally McKee and Patrick McDonald.

Staff: Ed Rutkowski, Interim Director

APPROVAL OF THE AGENDA: Moved by Jane Petrie and seconded by Arla McPeek to approve the agenda with the addition of Director's search discussion under New Business. Motion carried unanimously.

APPROVAL OF THE MINUTES: Moved by Jeannette Hill and seconded by Jane Petrie to approve the December 19, 2015-Board Meeting minutes. Motion carried unanimously.

Moved by Jeannette Hill and seconded by Jane Petrie to approve the January 5, 2016-Committee Meeting minutes. Motion carried unanimously.

PUBLIC COMMENTS: none

STAFF COMMENTS: none

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: Interim Director Rutkowski discussed the following:

- The Board had no question from the Interim Director's Report.
- We are moving along with bids for renovating the bathrooms. We have identified three vendors for quotes.
- We have received three out of the four election invoices. Green Oak has yet to submit their bill.
- The Legacy Center's new field house will have their ribbon cutting at 4:00 on Friday, January 22. Interim Director Rutkowski plans to attend. They have shown interest in hosting Library programs there.
- The Chamber of Commerce is having their Annual Members Meeting on January 28th at Mt. Brighton. Let Sue know if you are planning to attend.
- The Annual Appeal donations, from Diana Dart, to date is \$12,000.
- Manohar Jagasia (MJ), a Friends Board Member, brought a proposal to Ed regarding serving morning beverages to patrons at the Library. MJ, of course, will handle all aspects of this service. The Board has entertained the idea on a trial basis but concluded that MJ will need to carry liability insurance.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0003: Moved by Jane Petrie and seconded by Jeannette Hill to approve the claims docket in the amount of \$40,966.21 dated 1/19/16. Motion carried unanimously.

Resolution #16-0004: Moved by Jane Petrie and seconded by Arla McPeek to approve the payment of payroll checks dated 12/17/15, 12/31/15 and 01/14/16. Motion carried unanimously.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: The Director Search Committee met with Hartzell-Mika Consulting firm. They discussed the revised Director Job description and advertising cost for this position. Interviews for this position is scheduled for Saturday, April 30th.

Resolution# 16-0005: Moved by Jeannette Hill and second by Margaret McDonald to approve the job placement ad for the new Director. Cost not to exceed \$900.00. Motion carried unanimously.

STRATEGIC PLANNING/TASK FORCE: The Board inquired about Thursday's traffic flow now that we're back opened.

BOARD COMMENTS: The Board commended Interim Director Rutkowski for maintaining communication with the Board and the great job he's doing in this transition.

ADJOURNMENT: This meeting adjourned at 8:25 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, February 2, 2016

Next Board Meeting: Tuesday, February 16, 2016