

Brighton District Library
Board of Trustees Meeting Minutes
October 17, 2017

CALLED TO ORDER: The meeting was called to order at 7:35 by President Kathryn Poppy.

ATTENDANCE: Present: President Kathryn Poppy, Jordan Genso, Jim Muzzin, Patrick McDonald, Arla McPeek and Jane Petrie.

Absent: Rich Perlberg.

Staff: Cindy Mack, Director, Sarah Neidert, Head of Collections and Public Relations and Jen Osborne, Head of Adult Services.

APPROVAL OF THE AGENDA: Moved by Arla McPeek and seconded by Jordan Genso to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Patrick McDonald and seconded by Jim Muzzin to approve the September 19, 2017-Board Meeting minutes. Motion carried.

Moved by Patrick McDonald and seconded by Jim Muzzin to approve the October 3, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Sarah Neidert and Jennifer Osborne presented statistics regarding Overdrive, Hoopla, Audiobooks, etc. to the Board. We have the 5th highest Overdrive statistics in TLN. Hoopla is also very popular with our patrons. From September 2016 through September 2017 there were 653 new users of Hoopla. Traditional audiobooks and Playaways made up 7% of our total checkouts for September at approximately 974. Special needs activity bags were purchased by a grant awarded to the Library. After the New Year the Library will be introducing a new non-traditional collection including a sewing machine, hot spots, wild life camera, and a digital projector for the patrons to check out. We believe that the introduction of the “Library of Things”, Special Needs Activity Bags, and expanded downloadable materials will benefit the Library as we navigate and grow into our new Library space. The Board thanked Sarah and Jennifer for coming and for the great job they are doing.

PRESIDENT’S REPORT: none

DIRECTOR’S REPORT: Director Mack discussed the following:

- Requested to the Board to reschedule the November 21 Board meeting to November 28, 2017 to approve final budget amendments for the close of the fiscal year end.
 - Resolution 17-0051: Moved by Jim Muzzin and seconded by Arla McPeek to move the November 21 Board meeting to November 28, 2017. Motion carried.
- Ed Rutkowski, Assistant Director, was re-elected to the ExComm committee through TLN. This committee makes recommendations and decisions regarding technology, fiscal/budget matters and policies as defined in the Executive Committee Bylaws.
- Kate Wheeler will be attending a YALSA workshop this coming November. A grant was awarded to cover expenses.

- TLN will be migrating to the new ILS system over the Memorial Holiday weekend. TLN recommends that we close Saturday, Sunday and Monday because there will be no access to the shared catalog at that time.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0048: Moved by Jane Petrie and seconded by Patrick McDonald to approve the claims docket in the amount of \$32,626.58 dated 10/17/17. Motion carried.

Resolution #17-0049: Moved by Jane Petrie and seconded by Jim Muzzin to approve the payment of payroll checks dated 09/21/17 in the amount of \$43,412.74 and 10/05/17 in the amount of \$43,521.95. Motion carried.

Resolution #17-0050: Moved by Arla McPeck and seconded by Jim Muzzin to approve the balance of maturity on the Capital Fund TCF Bank CD on 10/24/17 for approx. \$77,100.59 be transferred to BDL's Chemical Bank checking account for 2018 capital expenses. Motion carried.

Policy/Personnel: none

Building/Technology; none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: FY 2017-2018 Goals were discussed. Each Department drafted their own goals and were presented to the Board. Director Mack asked the Board to let her know if there are any additional goals we should consider for FY2017-2018. Quarterly updates will be sent to the Board.

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: The loss revenue from penal fines were discussed. There was no updated explanation from the County as to why there was a reduction this year. There was a thank you from Sally McKee for the purchase of a brick in her honor. President Poppy would like to give a thank you to the 911 responders who assisted a patron with a medical issue earlier this month. President Poppy will not be able to attend the November 7, 2017 Committee meeting.

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

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Trustee's and Director's meeting: November 1, 2017

Next Committee Meeting: Tuesday, November 7, 2017

Next Board Meeting: Tuesday, November 21, 2017