

Brighton District Library
Board of Trustees Meeting Minutes
October 18, 2016

CALLED TO ORDER: The meeting was called to order at 7:31 by President Kathryn Poppy.

ATTENDANCE: Present: President Kathryn Poppy, Arla McPeek, Margaret McDonald, Patrick McDonald, Rich Perlberg and Sally McKee.

Absent: Jane Petrie.

Staff: Director Cindy Mack, Director, Assistant Director Ed Rutkowski and Mark Mullinax, Genealogy Librarian.

APPROVAL OF THE AGENDA: Moved by Margaret McDonald and seconded by Arla McPeek to approve the agenda with the addition of Resolution #16-0051 for the renewal of a CD and Resolution #16-0052 for approval of a Space Needs Assessment. Motion carried as amended.

APPROVAL OF THE MINUTES: Moved by Patrick McDonald and seconded by Margaret McDonald to approve the September 20, 2016-Board Meeting minutes. Motion carried.

Moved by Patrick McDonald and seconded by Margaret McDonald to approve the October 4, 2016-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Mark Mullinax, Genealogy Librarian, presented to the Board several genealogy programs he is hosting. He manages the Brighton Room, which stores local history of Livingston County and the Brighton District Library. He handed out a photo copy of the first book purchased by the Brighton District Library, Head Winds by James B. Connolly, 1916. Several years ago he received, by donation, the old collection of the Brighton Argus since 1880. Once he receives the new micro film reader, he'll be able to input all these the papers for easy access. Mark also works several hours a week at the Reference Desk. The Board thanked Mark for coming and for all the hard work he does.

PRESIDENT'S REPORT: Kathryn reminded the Board next month they'll need to form a Nominating Committee.

DIRECTOR'S REPORT: Director Mack discussed the following:

- The Board discussed fundraising. Other options will be presented to the Board at the next meeting.
- The garden access and drainage project looks to be approximately \$320 over the \$12,000 budgeted. The drainage system in Millie's garden is complete. The new gutters will be here soon.
- Staff will be meeting with Chris DeBear, from Library Design, on November 1 to establish a time line on the restroom renovation project.
- The Friends book sale was a success, earning over \$5,600.
- A special meeting date will need to be approved before November 30 for budget amendments. Will discuss further at the committee meeting.

Ed discussed his stats report with the Board. This report gave the checkouts by month, door count for the past 24 month and an active cardholders by residence pie chart.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0049: Moved by Rich Perlberg and seconded by Margaret McDonald to approve the claims docket in the amount of \$45,092.38 dated 10/18/16. Motion carried.

Resolution #16-0050: Moved by Arla McPeck and seconded by Margaret McDonald to approve the payment of payroll checks dated 09/22/16 and 10/06/16. Motion carried.

Resolution #16-0051: Moved by Sally McKee and seconded by Arla McPeck to approve the purchase of a 21 month CD at the current rate available for approximately \$76,865.50 from TCF Bank. These funds are from the maturity of the Capital fund TCF CD that matured 10/14/16. Motion carried.

Policy/Personnel:

Resolution #16-0048: Moved by Rich Perlberg and seconded by Margaret McDonald to approve the revision of Personnel Policy #111: Overtime. Motion carried.

Building/Technology: The Board discussed the Space Needs Assessment draft prepared by Director Mack and Assistant Director Rutkowski. A RFP will be sent to agencies/architects. This process will help us to better utilize space here at the library.

Resolution #16-0052: Moved by Sally McKee and seconded by Patrick McDonald to approve the Space Needs Assessment RFP. Motion carried.

Planning/Fundraising:

Public relations:

OLD BUSINESS:

NEW BUSINESS:

STRATEGIC PLANNING/TASK FORCE:

BOARD COMMENTS/ADJOURNMENT: This meeting adjourned at 8:45 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, November 1, 2016

Next Board Meeting: Tuesday, November 15, 2016