

Brighton District Library  
Board of Trustees Meeting Minutes  
November 15, 2016

**CALLED TO ORDER:** The meeting was called to order at 7:30 by President Kathryn Poppy.

**ATTENDANCE:** Present: President Kathryn Poppy, Arla McPeek, Rich Perlberg and Patrick McDonald.

Absent: Sally McKee, Jane Petrie and Margaret McDonald.

Staff: Cindy Mack, Director, Ed Rutkowski, Assistant Director and Tina Fleischmann, Head of Technical Services.

**APPROVAL OF THE AGENDA:** Moved by Arla McPeek and seconded by Patrick McDonald to approve the agenda. Motion carried.

**APPROVAL OF THE MINUTES:** Moved by Rich Perlberg and seconded by Arla McPeek to approve the October 18, 2016-Board Meeting minutes. Motion carried.

Moved by Rich Perlberg and seconded by Arla McPeek to approve the November 1, 2016-Committee Meeting minutes. Motion carried.

**PUBLIC COMMENTS:** none

**STAFF COMMENTS:** Tina Fleischmann, Head of Tech. Services, gave a quick overview of the Technical Services team and their job duties. Ann Dubay is the newest member of the team. Tina also has four volunteers in her department. Darlene Bohn, Cindy Skarupinsky, Shelagh and Dick Davis. They have given generously of their time and talents over the years. She also wanted the Board to know how thankful she is of her staff, Lisa Joseph, Connie Doa, Teri Deckman, Ann Dubay and Sue Wilson for keeping up with the processing of new materials and the increase of interlibrary loans through Melcat. The Board thanked Tina for coming and for all the hard work she and her staff does.

**PRESIDENT'S REPORT:** President Poppy encouraged the Board to participate in the City of Brighton's Centennial 150<sup>th</sup> Celebration. Let her know if interested.

**DIRECTOR'S REPORT:** Director Mack discussed the following:

- Sent out the Space Needs Assessment RFP. Proposals are due by December 13. Will present proposals to the Board for review at the next regular Board meeting.
- Diana Dart is working on new ideas for fundraiser events.
- Restroom renovations will start this Thursday, November 17<sup>th</sup>. The goal is to have the small restrooms completed by December 10<sup>th</sup>. The renovation of the public restrooms will begin after the holiday.
- Congratulations to Patrick, Arla, Rich and new Board member Jordan Genso for their election to the Brighton District Library Board of Trustees. Swearing in will be December 20 Board meeting.
- Reminder of the November 29, special meeting to amend the 2015-2016 Budget.
- The Staff Appreciation event budget will be approximately \$1,000 to \$1,500.

- The annual report to the community will be sent out after the first of the year. Patrick commented that he would like the Board to see this report before it goes to print and to consider adding the Budget summary to this report.
- Asked the Board to cruise the website and if they have any ideas or suggestions to let Cindy know. Kathryn complimented Sarah Neidert on what a great job in designing and maintaining the website.

**ASSISTANT DIRECTOR'S REPORT:** Ed Rutkowski discussed the following:

- The TLN Automated Systems RFP and it's timeline was discussed.
- Discussed the BDL Stats Report for November 2016. This includes the usage of the Shared System ILL, door count and checkouts by month for the past 24 months.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #16-0056: Moved by Arla McPeck and seconded by Patrick McDonald to approve the claims docket in the amount of \$52,271.23 dated 11/15/16. Motion carried.

Resolution #16-0057: Moved by Rich Perlberg and seconded by Patrick McDonald to approve the payment of payroll checks dated 10/20/16 and 11/03/16. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

**OLD BUSINESS:** Discussed the nominating committee to elect next year Officers. Per the Library's attorney Jane Petrie can continue to service as Treasurer. Cindy recommended not to change the Boards By-Laws at this time. There is still much to review and discuss.

**NEW BUSINESS:**

**STRATEGIC PLANNING/TASK FORCE:**

**BOARD COMMENTS:** The Board gave thanks for the new director Cindy Mack and for the new Board member Jordan Genso.

**ADJOURNMENT:** This meeting adjourned at 8:45 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, December 6, 2016

Next Board Meeting: Tuesday, December 20, 2016