

Brighton District Library
Board of Trustees Meeting Minutes
November 17, 2015

CALLED TO ORDER: The meeting was called to order at 7:39 by President Patrick McDonald.

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

Absent: Jane Petrie.

Staff: Nancy B. Johnson, Director and Ed Rutkowski, Assist. Director, Vickie Weyand, Outreach Librarian and Jennifer Osborne, Head of Adult Services.

APPROVAL OF THE AGENDA: Moved by Jeannette Hill and seconded by Kathryn Poppy to approve the revised agenda. Motion carried unanimously.

APPROVAL OF THE MINUTES Moved by Sally McKee and seconded by Jeannette Hill to approve the October 20, 2015-Board Meeting minutes. Motion carried unanimously.

Moved by Sally McKee and seconded by Jeannette Hill to approve the November 4, 2015-Committee Meeting minutes. Motion carried unanimously.

PUBLIC COMMENTS: none

STAFF COMMENTS: Jennifer Osborne introduced Vickie Weyand, Outreach Librarian, to the Board. Vickie gave a presentation of the many services she does for the community and for the library as the Outreach Librarian. She hosts many children programs at the library, such as, science programs, Musical Mondays story time and bat programs just to name a few. She delivers books to many organizations like LACASA, WIC and Gleaners. She also provides information and books for Independence Village and Caretel. The Board thanked Vickie for coming and for the wonderful work that she does for the Library.

PRESIDENT'S REPORT: Thank you for the November 4 wonderful party the night of the election. Nancy, Diana D. and Patrick attended the Friends annual meeting and presented a Thank you Certificate for all their help in the successful millage election. The YES Brighton Library Committee will meet on Wednesday, Nov. 18.

DIRECTOR'S REPORT: Director Johnson discussed the following:

- The official millage materials from the county were provided. Records will be stored in the Brighton Room.
- LESA Superintendent Dan Danosky thanked the Library for being on the ballot and for our support.
- The new banner to be placed at the corner of Library Drive and Orndorf Road to Thank the Community for their support. Jennifer Osborne made buttons as well.
- Patrick McDonald and Rich Perlberg to write a thank you letter to the editor of the Press & Argus. Thank you ads will be placed in the Press & Argus, Courant and WHMI for the community support.
- Ground maintenance was discussed.
- Upcoming events: Sierra Club program on Edible & Ecological Landscapes, Chamber Annual Holiday is Friday, Dec. 4, the Library's Holiday Open House is on Saturday, Dec. 5 as well as the after hour staff holiday event.

Ed Rutkowski discussed the additions to the ebook collection. Hartland Croumaine Library will be going live on Thursday, November 19, with the TLN Shared System.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #15-0052: Moved by Jeannette Hill and seconded by Sally McKee to approve the claims docket in the amount of \$30,691.06 dated 11/17/15. Motion carried unanimously.

Resolution #15-0053: Moved by Jeannette Hill and seconded by Sally McKee to approve the payment of payroll checks dated 10/22/15 and 11/05/15. Motion carried unanimously.

Resolution #15-0054: Moved by Jeannette Hill and seconded by Margaret McDonald to approve the 2014-2015 Budget amendments. Motion carried unanimously.

Resolution #15-0055: Moved by Jeannette Hill and seconded by Sally McKee to approve the transfer of remaining balances in the PNC Bank savings and checking Debt Fund accounts into a new Capital Fund account at PNC Bank. Motion carried unanimously.

Resolution #15-0056: Moved by Jeannette Hill and seconded by Sally McKee to approve the 2015 audit contract with Buss and Co. Motion carried unanimously.

Resolution #15-0057: Moved by Jeannette Hill and seconded by Kathryn Poppy to discuss the 2015/2016 Budget amendments, based on the successful millage election. The Board agreed to approve Option #3 with a 3.5% wage increase to staff with minimum wage adjustments until a compensation study is completed. The Board will review the compensation study and make recommendation adjustments to staff wages. Moved by Sally McKee and seconded by Margaret McDonald to approve this resolution. Motion carried unanimously.

Policy/Personnel: The Board agreed to have Nancy and Kristine, our bookkeeper, handle Ed Rutkowski's compensation package as Interim Director. Hartzell-Mika Consulting firm was recommended to do the new Director search. The Board would like to have Marianne Hartzell and Joseph Mika to attend the next Board meeting.

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: Discussion – 2015-2016 Budget

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: Meeting on Sunday, November 22, 2015 at 1:00 p.m.

BOARD COMMENTS: Kathryn congratulated the YES Brighton Library Committee for the great job they did.

ADJOURNMENT: This meeting adjourned at 9:05 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING: Committee Meeting: Tuesday, December 1, 2015, Board Meeting, Tuesday, December 15, 2015