

Brighton District Library  
Board of Trustees Meeting Minutes  
December 15, 2015

**CALLED TO ORDER:** The meeting was called to order at 7:37 by President Patrick McDonald.

**ATTENDANCE:** Present: President Patrick McDonald, Jane Petrie, Jeannette Hill, Arla McPeek and Sally McKee.

Absent: Margaret McDonald and Kathryn Poppy.

Staff: Nancy B. Johnson, Director and Ed Rutkowski, Assist. Director and Diana Dart, Community Relations.

**APPROVAL OF THE AGENDA:** Moved by Jeannette Hill and seconded by Sally McKee to approve the agenda with the addition of the Directors evaluation to be discussed after the Budget. Motion carried unanimously.

**APPROVAL OF THE MINUTES** Moved by Jeannette Hill and seconded by Sally McKee to approve the November 17, 2015-Board Meeting minutes. Motion carried unanimously.

Moved by Jeanette Hill and seconded by Sally McKee to approve the December 1, 2015-Committee Meeting minutes. Motion carried unanimously.

**PUBLIC COMMENTS:** none

**STAFF COMMENTS:** Diana Dart, Community Relations, gave a presentation of the activities she has been involved with this past year.

- Is an associate member of the Chamber of Commerce and creates awareness of Library services and foster's good will in the business community.
- She is the Library's representative to the Professional Women's Club of Michigan, a Chamber affiliate.
- She is on the Board of the Livingston Diversity Council. They sponsored for first-ever event celebrating cultural variety through food, dance, music and story time this year.
- As the Library's volunteer coordinator, she represents the Library on the Volunteer Coordinator Coalition of Volunteer Livingston.
- Fundraising and Donor relations: Maintains the Library's Donor Tools database, handles the Annual Appeal fundraiser (which to date is over \$5,000), coordinated for the last four years Booked for the Evening event (which is a work-intensive success, likely to step back from event in 2016 and reimagine it for the future), donates book baskets to non-profit fundraisers to help raise the Library public profile, also is the liaison to families who establish memorial funds, and oversees commemorative bricks for Millie's Garden.
- Helps organize and staff Livingston Libraries displays at public events, show casing the free programs and services available.
- She is the liaison for the Art in the Library program with the Brighton Art Guild and for the Friends of the Brighton District Library.

The Board thanked Diana for coming and for all the hard work she does for the Library.

**PRESIDENT'S REPORT:** none

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

- The letters of agreement for Workforce analysis and Director's search need to be signed.
- Joe Mika will be in the building Wednesday, Dec. 16 and Friday, Dec. 18 to meet with staff.
- Marianne Hartzell needs to have the search committee identified in order to work with information requests.
- Friends have moved their meetings to Tuesdays at 6 p.m.

The Library's Search Committee for the new Director is Jeannette Hill, Kathryn Poppy and Jane Petrie.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #15-0060: Moved by Jeannette Hill and seconded by Sally McKee to approve the claims docket in the amount of \$24,727.51 dated 12/15/15. Motion carried unanimously.

Resolution #15-0061: Moved by Jeannette Hill and seconded by Sally McKee to approve the payment of payroll checks dated 11/19/15 and 12/03/15. Motion carried unanimously.

Policy/Personnel: Director evaluations were compiled and discussed with the Director. Communication items to be conveyed to the Interim Director was recommended.

Resolution #15-0062: Moved by Jane Petrie and seconded by Jeannette Hill to approve the payment of \$3000 to Director Nancy Johnson's deferred compensation plan for the year of successful employment ending 12/31/15, per her contract. Motion carried unanimously.

The Director's unused vacation time of 95 hours for fiscal year ending November 2015, which per policy only 40 hours can be rolled over to the next fiscal year, was discussed. It was suggested by Jane Petrie and Arla McPeek to award Nancy a performance bonus of \$2000, which would not require exception to the policy.

Resolution#15-0063: Moved by Jane Petrie and seconded by Jeannette Hill to award Director Nancy Johnson a performance bonus of \$2000. Motion carried unanimously.

Building/Technology: none

Planning/Fundraising: none

Public relations: none

**OLD BUSINESS:** The Nominating Committee Jeannette Hill, Jane Petrie and Arla McPeek gave their recommendations for the Board's 2016 Slate of Officers:

Resolution #15-0064: Moved by Jeannette Hill and seconded by Sally McKee to approve the 2016 Slate of Officers as follows: Kathryn Poppy-President, Patrick McDonald-Vice President, Arla McPeek-Secretary, Jane Petrie-Treasurer, Jeannette Hill-Trustee, Sally McKee-Trustee and Margaret McDonald-Trustee. Motion carried unanimously.

**NEW BUSINESS:** none

**STRATEGIC PLANNING/TASK FORCE:** none

**BOARD COMMENTS:** Sally McKee requested a staff roster, Jeannette Hill conveyed thanks of the Board for all Nancy has done for the Library. She also commended Board President Patrick McDonald for his leadership during the past year. Nancy thanked the Staff and Board for moving forward in the difficult times and is happy to be leaving on a strong note. Patrick McDonald thanked Nancy and staff for efforts to reach the goal of passing the millage.

**ADJOURNMENT:** This meeting adjourned at 8:43 p.m.

Respectfully submitted,

Ed Rutkowski, Assistant Director Brighton District Library

**NEXT MEETING:**

Committee Meeting: Tuesday, January 5, 2016

Friend's Executive Board Meeting: January 5, 2016 at 6 p.m.

Board Meeting, Tuesday, January 19, 2016