

Brighton District Library
Board of Trustees Meeting Minutes
February 16, 2016

CALLED TO ORDER: The meeting was called to order at 7:33 by President Kathryn Poppy.

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

Absent: none.

Staff: Ed Rutkowski, Interim Director, Margaret Vergith, Media Relations Coordinator.

Guest: Rich Perlberg, former Chairperson of the Yes Campaign committee.

APPROVAL OF THE AGENDA: Moved by Jeannette Hill and seconded by Sally McKee to approve the agenda. Motion carried unanimously.

APPROVAL OF THE MINUTES: Moved by Jeannette Hill and seconded by Margaret McDonald to approve the January 19, 2016-Board Meeting minutes. Motion carried unanimously.

Moved by Jeannette Hill and seconded by Margaret McDonald to approve the February 2, 2016-Committee Meeting minutes. Motion carried unanimously.

PUBLIC COMMENTS: Rich Perlberg, former Chairperson from the Yes Campaign, thanked the Board for being invited to the meeting.

STAFF COMMENTS: Margaret Vergith gave the Board an overview of what the Media Relations Coordinator does to get the word out to the community regarding the programs at Brighton District Library. Many of Margaret's press releases has appeared in the Press and Argus, The Courant, Macaroni Kids (online parenting site) and WHMI radio. Internally we have Facebook, Twitter, eNewsletter, our website and the lobby's rotator to get the word out. We do extensive outreach to the community by placing/handing out brochures at events, workshops, BAS, government building and senior centers. Margaret handed out a binder of 2015 news clippings from various events at the library to view. Arla complimented Margaret that she is good at what she does. Interim Director Rutkowski also added, because of Margaret's hard work, there has been noticeably more publicity for the library than before. The Board thanked Margaret for coming and for all the hard work she does.

PRESIDENT'S REPORT: President Poppy handed out the Committee assignments. She informed the Board of a couple of events that she'll be attending and encouraged other Board members to attend. One is the United Way annual breakfast on March 23 at 7:30 a.m. at Crystal Gardens. The Chamber Power luncheon on February 25 at 11:30 at Oak Point Country Club. RSVP to Sue if attending. On March 9 she'll be having an open staff meeting, in one hour increments, to talk with staff regarding any concerns that they may have. Any Board members who is running for re-election this year, the deadline to apply is July 21. The packets are ready for picked up at the Livingston County Clerk's office. The Director Candidate interviews is set for April 30 in the Brighton Room.

DIRECTOR'S REPORT: Interim Director Rutkowski discussed the following:

- Annual appeal donations to date is \$12,650.

- Restroom renovations were discussed. Interim Director Rutkowski brought forward a vendor response summary. There was discussion regarding the bidding process, design process and building guidelines. The Board requested that we reach out to establishments that have used these vendors so they may have a comparison before proceeding with this renovation.
- FOIA procedures and guidelines policy was discussed. A proposed model resolution from our specialist in Library Law, Anne Seuryneck of Foster, Swift in Grand Rapids, was handed out to the Board. The Board would like to review this policy further and bring it back for discussion at the next regular Board meeting in March.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0007: Moved by Jane Petrie and seconded by Jeannette Hill to approve the claims docket in the amount of \$195,913.27 dated 2/16/16. Motion carried unanimously.

Resolution #16-0008: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of payroll checks dated 01/28/16 and 02/11/16. Motion carried unanimously.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: Public coffee beverage service was discussed. Manohar Jagasia (MJ) has obtained all the proper licensing for his venture as MJ Coffee Enterprise. A map of the proposed site, in the Norma Gray Gallery hallway, was handed out. He will operate on a trial basis and will be responsible for all setup and cleanup. The Board has agreed to try this venture on a trial basis. The Board will review this service at the end of June. Director Rutkowski will draw up documentation _____.

NEW BUSINESS: Jeannette Hill, Chairperson of the Executive Search committee, talked to Marianne Hartzell and informed the Board that applications for the Director position are coming in.

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: The Board welcomed Rich Perlberg to the meeting.

ADJOURNMENT: This meeting adjourned at 8:40 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, March 1, 2016

Next Board Meeting: Tuesday, March 15, 2016