

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

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

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

Absent: Margaret McDonald.

Staff: Ed Rutkowski, Interim Director.

Guest via skype: Joe Mika, Hartzell-Mika Consulting, LLC.

APPROVAL OF THE AGENDA: Moved by Jane Petrie and seconded by Arla McPeek to approve the agenda with the addition under Old Business the Director Search summary. Motion carried unanimously.

APPROVAL OF THE MINUTES: Moved by Patrick McDonald and seconded by Sally McKee to approve the February 16, 2016-Board Meeting minutes. Motion carried unanimously.

March 1, 2016-Committee Meeting cancelled due to weather.

CONSULTANT COMMENTS: Dr. Joe Mika from Hartzell-Mika Consulting LLC was made available, via Skype, to answer any questions from his Workforce Planning Report. Ed Rutkowski gave a summary report from the Workforce Analysis Committee. Several questions were brought forth from the compensation study regarding Dr. Mika's recommended wage increase with the flexibility to expand benefits. Ed and Kristine Kerttu, the Library's Accountant, have prepared a range of possible pay increases and adjustments, which the committee has discussed. The Committee has determined to follow the report; recommendation to include fringe benefits in its consideration of staff compensation. Ed and Kristine will be meeting with Ed Miller, from Miller & Co., to get further information on health insurance benefits and their costs. The Board had questions for Dr. Mika ranging from staff morale to improved benefit packages and compensation. The Board agreed not to make any decisions until the committee can bring recommendations on salaries and benefits.

PUBLIC COMMENTS: none

STAFF COMMENTS: none

PRESIDENT'S REPORT: none

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

- Manohar Jagasia (MJ), started his coffee service on Monday, March 14. A formal Grand Opening will be this Saturday. MJ invited the Board to come and have a free cup of coffee on him.
- Per Technology Plan, servers have been replaced in our computer system. TLN has been working with us to make a smooth transition.
- Payroll time clock is not working well. We'll be looking for a replacement.
- Former Director, Nancy Johnson, was one of few honored for the Brighton Area Women's History Roll of Honor.
- The Friends will provide a flat \$28,000 for programs, supplies etc.

- We have rented a remote storage unit to house books for the Summer Reading Program, ebay sales, seasonal and holiday materials, and other items that have been kept in the hallways, corners, and the Director's office.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0010: Moved by Jane Petrie and seconded by Sally McKee to approve the claims docket in the amount of \$84,277.57 dated 03/15/16. Motion carried unanimously.

Resolution #16-0011: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of payroll checks dated 02/25/16 and 03/10/16. Motion carried unanimously.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS:

- Resolution #16-0012: Moved by Jane Petrie and seconded by Patrick McDonald to approve the FOIA procedures and guidelines, written public summary and detailed itemization. Language of resolution is attached. Motion carried unanimously.
- The Board agreed to move forward with the restroom renovation. A written resolution and further information will be provided at the next meeting.
- The Director Search summary-There were 11 applicants, 9 met all the qualifications, 4 were recommended. The Director Search committee approved of the 4 recommendations. Hartzell-Mika Consulting firm will continue with phone interviews and background checks and give a final summary to the Board at the end of March for discussion at the next committee meeting. The 4 candidates will then be invite for a Board interview on April 30th.

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Sally commended Ed on his decision to close the library, for the well-being of staff and our patrons, during the snow storm earlier this month.

ADJOURNMENT: This meeting adjourned at 8:55 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, April 5, 2016

Next Board Meeting: Tuesday, April 19, 2016