

Brighton District Library  
Board of Trustees  
Board Meeting  
March 21, 2017

CALL TO ORDER: President Kathryn Poppy called the meeting to order at 7:30 p.m.

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

Absent: Jane Petrie.

Staff: Library Director Cindy Mack, Assistant Director Ed Rutkowski, Volunteer Coordinator Rosemarie Brennan

APPROVAL OF AGENDA: Patrick McDonald moved and Jordan Genso seconded to approve the agenda. The motion passed.

APPROVAL OF MINUTES: Jordan Genso moved and Patrick McDonald seconded to approve the minutes from 2/21/17 and 3/7/17. The motion passed.

STAFF COMMENTS: Volunteer Coordinator Rosemarie Brennan described the volunteer program at the library. This year the library will have about 50 junior volunteers who will donate about 1000 hours of their time and about 15 adult volunteers. Cindy said the library is always looking for ways to integrate more volunteers at the library and keep them long-term.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack discussed the following issues:

- Capital Fund: Over the next six months the board will need to consider making purchases out of our capital fund, such as a new microfilm machine, landscaping and outdoor signage. She said the Library is in a good financial position to make these purchases. The Library has budgeted \$110,000 to be used from the capital fund during the current fiscal year in addition to money spent on the recently concluded bathroom remodeling project.
- Committee Meetings: At our last meeting on March 7, the board discussed the difference between committee meetings on the first Tuesday of the month and board meetings on the third Tuesday of the month. Especially at issue was whether it was appropriate to make big decisions at committee meetings due to the perception that they are less formal. After studying the issue, Cindy reported she is confident committee meetings are in full compliance with the Open Meetings Act, with meeting dates posted on the front door and minutes available at the reference desk. She advised the board to consider committee meetings in the same regard as board meetings. Nonetheless, in the interest of even greater transparency, she recommends we add committee meeting dates and minutes to the trustee webpage and consider changing the name of that meeting to reflect that a full quorum is present and it is not just a meeting of committees.
- Health Insurance Renewal: It's nearly time to renew employee health insurance. Rates have gone up 7% this year, but the Library is able to offset that increase by using a

different carrier to offer a similar plan for dental and vision coverage. Even with an additional employee who plans to enroll in health and dental/vision coverage this year, we still remain within the amount budgeted.

#### COMMITTEE REPORTS:

##### Budget/Finance:

Resolution 17-0011 – Jordan Genso moved and Patrick McDonald seconded to approve the payment of bills based on claims docket in the amount of \$82,067.90. The motion passed.

Resolution 17-0012 – Jordan Genso moved and Patrick McDonald seconded to approve the payment of payroll checks dated for 02/23/17 in the amount of \$44,376.21 and 03/09/17 in the amount of \$43,985.59. The motion passed.

Resolution 17-0013 – Rich Perlberg moved and Arla McPeck seconded to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,559 and retain those dollars in the BDL Endowment Fund. The motion passed.

##### Personnel:

Kathryn said Jane had compiled the performance evaluations board members had completed for Cindy. Kathryn, Jane and Cindy scheduled a meeting to take place earlier today to present the evaluation information, but Jane was not able to attend. They will reschedule the meeting.

#### OLD BUSINESS:

Resolution 17-0009, amended – Patrick McDonald moved and Jordan Genso seconded to amend and approve the original resolution so that it reads as follows: To approve the proposal from Daniels and Zermack Architects for the space needs and renovation assessment. Expenses should not exceed \$20,000, plus any potential cost for an environmental investigation report. These funds will come from the Capital Improvement Fund. The motion passed.

Open board position – The board decided by consensus to interview Therese Banas, Jennifer Keillor, and Jim Muzzin at the April 4 meeting. In the meantime Kathryn will contact them to make sure they know there is no financial compensation for board members, it's an appointed position to an elected post ending November 18, and members are responsible for attending two meetings per month.

#### NEW BUSINESS

The Library's microfilm reader has reached the end of its life, and replacement parts are no longer available. After consulting with other libraries nationwide and reading product reviews from the Library Journal and other sources, Local History Librarian Mark Mullinax and Head of Adult Services Jennifer Osborne recommend replacing it with the well-regarded ST ViewScan III-14 Microfilm Digital Viewer and Scanner System. The cost of the machine is \$8,995 and includes a one year manufacturer's warranty, and money for its purchase is allocated in the 2017 budget. Per library policy they tried to get

three quotes for the machine but were unable to do so, because Graphic Sciences, Inc. is the only authorized dealer in Michigan.

Resolution 17-0014 -- Jordan Genso moved and Rich Perlberg seconded to authorize the purchase of the ST ViewScan III-14 Microfilm Digital Viewer and Scanner System with warranty from Graphic Sciences, Inc. for an amount not to exceed \$10,000, waiving the competitive bidding process because Graphic Sciences is the only authorized supplier in Michigan. The motion passed.

ADJOURNMENT: Arla McPeck moved and Jordan Genso seconded that the meeting be adjourned. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Arla McPeck  
Secretary, BDL Board of Trustees