

Brighton District Library
Board of Trustees Meeting Minutes
April 18, 2017

Honorable Judge Michael Hatty swore in newly appointed Trustee Jim Muzzin.

CALLED TO ORDER: The meeting was called to order at 7:30 by President Kathryn Poppy

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

Absent: Jane Petrie.

Staff: Cindy Mack, Director and Ed Rutkowski, Assist. Director and Stephanie Lyon, Youth Services Librarian.

Guest: John Gideon, Buss & Company, Inc.

APPROVAL OF THE AGENDA: Moved by Rich Perlberg and seconded by Jordan Genso to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Rich Perlberg and seconded by Jordan Genso to approve the March 21, 2017-Board Meeting minutes. Motion carried.

Moved by Rich Perlberg and seconded by Jordan Genso to approve the April 4, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: John Gideon, Buss & Company, discussed the 2015-2016 audit and their procedures in which they complete the audit. He thanked the Board for being active and involved members of the Library. He complimented Kristine Kerttu, the Library's Accountant, for the job well done. He felt we had a good Fund Balance. The internal controls of the Library were discussed. The Board thanked John for coming.

STAFF COMMENTS: Stephanie Lyon, Youth Services Librarian, gave a presentation of her responsibilities in the Youth Services department. She also collaborates with the Teen Librarian to create Tween programs. She gave an update of youth programming scheduled for the summer and fall. Stephanie earned her master's degree from Wayne State University in 2014. She is an avid equestrian and even owns a horse named Bently. The Board thanked Stephanie for coming and for all the hard work she and the Youth Department does.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: Director Mack discussed the following:

- The Board agreed to change their Committee meeting from Tuesday, May 2 to Monday, May 1 at 7:00 p.m. to meet with the Architects hired to do the space needs assessment.
- Discussed the Library policies and their revisions. Most policies have minor changes. The Board By-Laws needs to be updated but would like the Library's Attorneys feedback. The Board agreed to let Director Mack decide which policies need to be reviewed by the Attorney.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0017: Moved by Rich Perlberg and seconded by Jim Muzzin to approve the claims docket in the amount of \$176,685.85 dated 04/18/17. Motion carried.

Resolution #17-0018: Moved by Arla McPeek, and seconded by Jim Muzzin to approve the payment of payroll checks for 03/23/17 in the amount of \$44,952.25 and 04/06/17 in the amount of \$43,753.89. Motion carried.

Resolution #17-0019: Moved by Patrick McDonald and seconded by Jordan Genso to accept the Buss & Co., fiscal year 2015-2016 audit. Motion carried.

Resolution #17-0020: Moved by Patrick McDonald and seconded by Arla McPeek to approve the purchase of a 12 month CD at the current rate available for approximately \$107,378.92 from 1st National Bank of Howell. These funds are from the maturity of the General Fund 1st National Bank of Howell CD that matured on April 14, 2017. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS:

Resolution #17-0021: Moved by Jordan Genso and seconded by Jim Muzzin to approve the purchase of a new cloud based time clock system and equipment from Time Clock Plus. Expenses not to exceed \$6,500.00. Motion carried.

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Rich Perlberg commented on how many candidates that were interviewed for the open position on the Board started coming to their local library as children and how important youth programs are for instilling a love of reading and support for libraries. Patrick McDonald congratulated Jim Muzzin on his new appointment. The Board will be re-assigning the Vice President position of the Board due to Sally McKee's resignation.

ADJOURNMENT: This meeting adjourned at 8:45 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Monday, May 1, 2017 at 7:00 p.m.

Next Board Meeting: Tuesday, May 16, 2017