

Brighton District Library
Board of Trustees Meeting Minutes
April 19, 2016

CALLED TO ORDER: The meeting was called to order at 7:32 by President Kathryn Poppy.

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

Absent: Margaret McDonald

Staff: Ed Rutkowski, Interim Director

APPROVAL OF THE AGENDA: Moved by Arla McPeek and seconded by Sally McKee to approve the agenda with the following additions: under Budget & Finance add Resolution #16-0017, and under Old Business discussion regarding the Director Search. Motion carried unanimously.

APPROVAL OF THE MINUTES: Moved by Jane Petrie and seconded by Jeannette Hill to approve the March 15, 2016-Board Meeting minutes. Motion carried unanimously.

Moved by Jane Petrie and seconded by Jeannette Hill to approve the April 5, 2016-Committee Meeting minutes. Motion carried unanimously.

PUBLIC COMMENTS: none

STAFF COMMENTS: none

PRESIDENT REPORT: President Poppy reminded the Board if seeking re-election, applications need to be filed by July 21.

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

- Meeting with Library Design on May 2 regarding the restroom renovations. Ed will have more information for the next Board meeting.
- The Friends Sales is next week, April 25 through May 1. The Board was encouraged to volunteer their services.
- 911 calls have been made from an old fax line not used at the Library. We are working to get this line shut down.
- Articles about Library programs were handed out and discussed.
- The Systems Administrator position has been posted.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0015: Moved by Jane Petrie and seconded by Jeannette Hill to approve the claims docket in the amount of \$146,293.04 dated 04/19/16. Motion carried unanimously.

Resolution #16-0016: Moved by Jane Petrie and seconded by Arla McPeek to approve the payment of payroll checks dated 03/24/16 and 04/07/16. Motion carried unanimously.

Resolution #16-0017: Moved by Jane Petrie and seconded by Patrick McDonald to approve the purchase of a 12 month CD at the current rate available for approximately \$100,896.09 from First National Bank.

These funds are from the maturity of the General Fund First National Bank CD that matured 4/14/16.
Motion carried unanimously.

The Board discussed January and February 2016 Statement of Revenues and Expenditures reports.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: Jeannette gave updates from the Director Search Committee meetings. A final agenda was handed out for the interview process on Saturday, April 30. The candidates will be provided a copy of the Library's summary budget, strategic plan, 2015 user survey and an organization chart.

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: The Board commended Ed for the great job he's doing as Interim Director. Sally McKee asked if we have considered getting a 3-D printer for the Library. As Ed noted, there are some Libraries that have this system, but we have not considered it at this time.

ADJOURNMENT: This meeting adjourned at 8:12 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Executive Search Interview: Saturday, April 30, 2016

Next Committee Meeting: Tuesday, May 3, 2016

Next Board Meeting: Tuesday, May 17, 2016