

Brighton District Library
Board of Trustees Meeting Minutes
May 16, 2017

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

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

Absent: Jane Petrie.

Staff: Cindy Mack, Director, Ed Rutkowski, Assist. Director and Jane Reed, Youth Programming Specialist & Garden Liaison.

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

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the April 18, 2017-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Patrick McDonald to approve the May 1, 2017-Committee Meeting minutes with changes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Jane Reed, Youth Programming Specialist and Garden Liaison, prepares programming mainly for 4-5 year olds. She will implement the Library's garden for her programs to teach kids about plants, flowers and butterflies. She is a Master Gardener and is the liaison for the Brighton Garden Club, who volunteers to maintain the Library's garden. The Board thanked Jane for coming and for all the hard work she does.

PRESIDENT'S REPORT: President Kathryn Poppy gave an update on the health of Jane Petrie.

DIRECTOR'S REPORT: Director Mack discussed the following:

- Asked the Board if they were interested in doing a RFP for a new auditing firm. The Board agreed.
- The donated shade tree replacements were discussed.
- Marketing & promotional materials were discussed. The Library purchased 150 "I Love the Library" yard signs for the community to place in their front lawns. Prizes will be awarded. Postcards will be sent out to the community highlighting youth, teen, and adult programming. BDL is working with other Livingston libraries to run ads on the radio. This will be a shared cost.
- The Library received a letter from their attorney regarding the increase in the hourly rate. This increase is only \$10.00 more per hour. The Board agreed to the increase by general consensus.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0025: Moved by Jordan Genso and seconded by Jim Muzzin to approve the claims docket in the amount of \$38,253.36 dated 05/16/17. Motion carried.

Resolution #17-0026: Moved by Arla McPeek and seconded by Jim Muzzin to approve the payment of payroll checks for 04/20/17 in the amount of \$43,649.81 and 05/04/17 in the amount of \$44,962.99. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Arla McPeek complimented Ed Rutkowski for his informative stats report.

ADJOURNMENT: This meeting adjourned at 8:15 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, June 6, 2017

Next Board Meeting: Tuesday, June 20, 2017