

Brighton District Library  
Board of Trustees  
May 17, 2016

**CALLED TO ORDER:** President Kathryn Poppy called the meeting to order at 7:34 p.m.

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

Staff: Interim Director Ed Rutkowski and Mary Daugherty, Youth Services.

Guests: Cindy Mack, John Gideon, Bob Hill

**APPROVAL OF THE AGENDA:** Jeannette Hill moved that the agenda be amended to include a discussion of Rich Perlberg's letter of intent to join the board. Arla McPeek seconded. The motion passed.

**APPROVAL OF MINUTES:** Kathryn Poppy asked that the wording of the May 3, 2016 minutes be changed to say that she accepted Jeannette Hill's letter of resignation "with regrets." Sally McKee moved the minutes be approved with the change. Patrick McDonald seconded. The motion passed.

**PUBLIC COMMENTS:** Cindy Mack, the library's new Director, said she is excited to start the job officially in August but in the meantime hopes to attend board meetings in June and July.

Auditor John Gideon of Buss & Co. attended at the board's invitation to discuss the 2015 FY audit. He said the library earned an "unqualified" rating, which means there are no significant problems to report, and that the financial records are in good shape. He noted a strong balance sheet which is likely to get even better with the passage of the millage.

Patrick McDonald moved and Jane Petrie seconded the trustees enter into a closed session with John Gideon. The motion passed. (The board later learned this was an error under the provisions of the Open Meetings Act.) After staff and visitors left the room, Patrick McDonald said he wanted to give John Gideon the opportunity to speak completely frankly. John Gideon said he had been doing so, and assured the board that if he'd seen any problems during the audit he would have talked about them no matter who was in the room.

**STAFF COMMENTS:** Mary Daugherty, Early Literacy Specialist discussed the library's efforts in this area, including children's programming, parental education about the importance of early literacy, and community partnerships.

**PRESIDENT'S REPORT:** Kathryn Poppy said she had presented Cindy Mack with an official letter of hire earlier that evening.

**DIRECTOR'S REPORT:**

- Ed Rutkowski referred attendees to the written Director's Report in their packets
- Chalk artist David Zinn, hosted by Brighton Art Guild, will be creating a work of art near the library entrance
- Springfest is June 12.

## **COMMITTEE REPORTS:**

### Budget/Finance:

Resolution 16-0021: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of bills based on claims docket in the amount of \$25,549.99 dated 5/17/16. The motion passed.

Resolution 16-0022: Moved by Jane Petrie and seconded by Jeannette Hill to approve payment of payroll checks for checks dated 4/21/16 and 5/5/16. The motion passed.

Resolution 16-0023: Moved by Jane Petrie and seconded by Arla McPeek to accept the Buss & Co. fiscal year 2015 audit. The unqualified audit report shows improvement in the Library's net position. Completion of the audit process includes delivery to the State of Michigan for public posting.

### Policy and personnel:

Personnel Policy #203 Insurance: The library's current policy states that long term disability insurance is available for regular full-time employees and regular part-time employees who work 20 hours or more per week. However, long-term disability insurance hasn't been offered to part-time employees for some time, due partly to cost-cutting and partly to the difficulty in finding a policy to cover half-time employees. Ed recommended extending long-term disability insurance to all employees working 30 hours or more per week. It would add an additional \$930 annually to the cost of our existing policy. Further revisions to the policy are needed to conform to the actions taken by the Board in March regarding staff insurance benefits.

Resolution 16-0024: Moved by Jane Petrie and seconded by Jeannette Hill to approve the revision of Policy #203-Insurance as recommended. Motion passed.

**NEW BUSINESS:** Rich Perlberg has submitted a bio sheet and letter of intent to serve on the BDL Board of Trustees.

Resolution 16-0025: Moved by Arla McPeek and seconded by Jeannette Hill to appoint Rich Perlberg to the vacant Board seat expiring in 2016. The motion passed.

**BOARD COMMENTS:** As this was Jeannette Hill's last meeting before retiring as a trustee, members of the board thanked her for her 20 years of service to Brighton District Library. Kathryn Poppy presented her with a plaque and a commemorative brick. We will miss Jeannette and wish her the best.

**ADJOURNMENT:** The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Arla McPeek  
Secretary, Board of Trustees