

Brighton District Library
Board of Trustees Meeting Minutes
June 20, 2017

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

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

Absent: Jane Petrie,

Staff: Cindy Mack, Director and Ed Rutkowski, Assist. Director and Sandie Schulenburg, Circulation Supervisor.

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 May 16, 2017-Board Meeting minutes. Motion carried.

Moved by Rich Perlberg and seconded by Jordan Genso to approve the June 6, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Sandie Schulenburg, Circulation Supervisor, discussed the process of the loan and circulation departments. She has combined both departments and has cross trained her staff to work in both. This process is to help the flow of materials being discharged on time and get back out in the library faster. Sandie and her staff have been trying to locate missing items in our catalog system based on directives from TLN. Sandie also works with the Library's Collection Agency. In the past we've had a good return from this agency. Customer Services was discussed. The Board thanked Sandie for coming.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: Director Mack discussed the following:

- The TLN Board has decided to switch the catalog systems to Carl. This should be in place by next winter.
- Cindy asked the Board if they would like to have an ad-hoc committee to review the audit RFPs proposals. The time line would be to preview in July, interview in August, then make a decision at the August Board meeting. The Board will consider forming a committee at their July meeting based on the number of proposals received.
- Reminded the Board that the Library will be closed on Sundays in July and that we will be closed on Monday July 3rd.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0031: Moved by Jordan Genso and seconded by Jim Muzzin to approve the claims docket in the amount of \$51,569.71 dated 06/20/17. Motion carried.

Resolution #17-0032: Moved by Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks for 05/18/17 in the amount of \$45,310.98, 06/01/17 in the amount of \$45,256.16 and 6/15/17 in the amount of \$44,260.88. Motion carried.

Policy/Personnel: The Board discussed their By-Laws Policy. This policy was reviewed by the Library's Attorney. The Board requested a comparison showing the revisions. Also discussed was the flexibility of paying bills. Director Mack will contact the Attorney regarding the guidelines.

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Both Jim Muzzin and Rich Perlberg asked some questions from the Statement of Revenues and Expenditure report. Kathryn appreciated the stats by Mark Mullinax's Genealogy Librarian and Ed Rutkowski's stats. Thought both were very informative.

ADJOURNMENT: This meeting adjourned at 9:07 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, July 11, 2017 ****CANCELLED****

Next Board Meeting: Tuesday, July 18, 2017