

Brighton District Library  
Board of Trustees Meeting Minutes  
June 21, 2016

Honorable Michael Hatty swore in newly appointed Trustee Rich Perlberg.

**CALLED TO ORDER:** The meeting was called to order at 7:34 by President Kathryn Poppy.

**ATTENDANCE:** Present: President Kathryn Poppy, Rich Perlberg, Patrick McDonald, Margaret McDonald, Arla McPeck and Jane Petrie.

Absent: Sally McKee

Staff: Cindy Mack, Director, Ed Rutkowski, Interim Director and Jennifer Osborne, Adult Services Supervisor

**APPROVAL OF THE AGENDA:** Moved by Margaret McDonald and seconded by Patrick McDonald to approve the agenda. Motion carried.

**APPROVAL OF THE MINUTES:** Moved by Jane Petrie and seconded by Margaret McDonald to approve the May 17, 2016-Board Meeting minutes. Motion carried.

Moved by Jane Petrie and seconded by Margaret McDonald to approve the June 7, 2016-Committee Meeting minutes. Motion carried.

**PUBLIC COMMENTS:** none

**STAFF COMMENTS:** Jennifer Osborne, Adult Services Supervisor, discussed many of the Adult programs set for this summer. Many are family oriented and presented jointly by Adult, Teen and Youth Department. Learn to Hula Hoop, Miniature Motorways, Murder High Reunion mystery, Family Fairy Houses and Crossroads Family Concert are just to name a few. The programs well attended are the Genealogy, Brunch Bunch book club and Sunday movie programs. Programs not well attended are the Financial and Medicare Programs. Jennifer orders audio books, DVD, large print, reference materials and periodicals for the Library. The Board thanked Jennifer for coming and for all the hard work she does for the Library.

**PRESIDENT'S REPORT:** none

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

- Moved MJ's coffee service toward the entrance. Nevertheless MJ decided to suspend operations for the summer and will review services in the fall.
- Discussed the Headlee reduction on the 2016 Tax Levy. The reduction fraction, as calculated, by the county assessor's office, will be 0.9971.
- An annual fire inspection took place this month. Two concerns were the emergency power system's ability to provide illumination for 90 minutes as required by code, and the Electrical Room door being kept open. This is due from keeping electrical unit from overheating. Will be consulting with Hartland Electric to see how these issues may be resolved.
- Library Design and Associates preliminary drawings for review and budgeting for the restrooms renovations are expected in mid-July.

- The 457 Retirement plan matching contribution benefit has been implemented. 18 staff members (out of 33) are taking advantage of this benefit.
- The final date for filing for candidates seeking re-election is July 21<sup>st</sup>.
- Ed will be on vacation from Friday, June 25 through July 5<sup>th</sup>. Will let the Board know who the Person In Charge will be in the Friday update.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #16-0028: Moved by Jane Petrie and seconded by Arla McPeck to approve the claims docket in the amount of \$39,019.37 dated 06/21/16. Motion carried.

Resolution #16-0029: Moved by Jane Petrie and second by Patrick McDonald to approve the payment of payroll checks dated 05/19/16, 06/02/16 and 06/16/16. 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:** none

**ADJOURNMENT:** This meeting adjourned at 8:10 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, July 5, 2016

Next Board Meeting: Tuesday, July 19, 2016