

Brighton District Library  
Board of Trustees Meeting Minutes  
July 18, 2017

CALL TO ORDER: The meeting was called to order at 7:33 p.m. by President Kathryn Poppy.

PRESENT: Trustees: Jordan Genso, Patrick McDonald, Arla McPeek, Jim Muzzin, Rich Perlberg, and Kathryn Poppy.

Absent: Jane Petrie

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Acquisitions and Digital Librarian Sarah Neidert, Head of Adult Services Jennifer Osborne, Head of Youth Services Carla Sharp, Circulation Supervisor Sandy Schulenburg

Guests: Seth Penchansky of Daniels & Zermack Architects and seven members of the public.

APPROVAL OF AGENDA: Cindy Mack asked that we add a discussion of audit proposals under Old Business. Jordan Genso moved and Jim Muzzin seconded to approve the agenda as amended. The motion passed.

APPROVAL OF MINUTES: Jim Muzzin moved and Patrick McDonald seconded to approve the minutes as presented. The motion passed.

ARCHITECT'S PRESENTATION:

Architect Seth Penchansky presented the three plans developed by Daniels & Zermack to better use the library's existing interior space, along with a fourth plan that was a hybrid comprised of the most desirable elements of original three plans, based upon feedback from library staff. Highlights from the fourth plan include:

- Switching the location of fiction and nonfiction collections. This would allow a quieter study atmosphere for nonfiction users and put the more popular fiction section in closer proximity to the children and young adult sections, consolidating the library's quiet sections and noisier sections.
- Lowering shelf heights from 84 or 96 inches to 72 inches, which studies have shown to increase circulation by making collections more browse able.
- Changing shelf orientation to allow for more efficiency and clear sight-lines throughout library
- Providing more smaller-size conference rooms, because they are most in demand.
- Enlarging staff area enough to consolidate all staff there while also providing adequate space to process books coming in and out of library.
- Replacing large circulation and reference desks with smaller more flexible desks, with the possibility of circulation and reference personnel working at the same desk
- Providing the option of self-serve checkout
- Providing space in the lobby for self-serve interlibrary loans and Friends of the Library book sales
- Creating seating areas in the gallery near the entrance.
- Changing to LED lighting, which would pay for itself between 4-7 years.

Call to Public:

Michael Lenninger said that years ago the Orlando Public Library decided the most efficient way to deal with books on "Hold" was to put them in an envelope and mail them to patrons. He wondered how fast books on hold go out here. Sandy Schulenburg said patrons have a week to pick up Holds.

Marsha Luetjen, President of Friends of Brighton District Library, said she was pleased the team had given thought to making work space available for the Friends to sort through books and make them available for sale.

Coral Adas wondered how many large spaces would be available for public groups such as Sierra Club to rent. Cindy Mack said the reading room area offered some flexibility for that purpose. Seth Penchansky said there was also space in the middle of the proposed nonfiction section. Depending on the size of the group, there are also a few medium-size conference rooms and the large A/B room. Blake Williams asked about the timeframe for the proposed improvements. Cindy Mack said the goal would be to implement the changes within five to seven years, although we must also work around other upcoming big expenditures like a new roof and parking lot. She added that patrons might see some changes within the next year.

STAFF COMMENTS: None

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack said the first draft of the budget should be ready by the August board meeting, and she hopes to have final board approval at the September board meeting.

#### COMMITTEE REPORTS:

Budget and Finance:

RESOLUTION 17-0033 – Jordan Genso moved and Rich Perlberg seconded to approve the payment of bills based on the claims docket in the amount of \$59,684.90 dated 07/18/17. The motion passed.

RESOLUTION 17-0034: Patrick McDonald moved and Jim Muzzin seconded to approve the payment of payroll checks dated for 06/29/17 in the amount of \$46,574.80 and 07/13/17 in the amount of \$43,756.52. The motion passed.

#### Policy and Personnel

Cindy Mack provided copies of the board by-laws which showed the attorney's proposed edits in red ink. The board made the following changes under Article VII Meetings:

##### Section 9

Rules of Public Comment. Pursuant to the Open Meetings Act, all persons shall be permitted to address a meeting of a public body under rules established and recorded by the Library. The Library shall adopt rules of public comment by resolution.

##### Section 12

Minutes. The Library Director shall maintain at the Library a file of all minutes and each resolution acted upon by the Board. The Library Director shall make available to members of the public the minutes of all meetings of the Board. Proposed minutes prepared by the Secretary, but not approved by the Board, shall be available for public inspection in accordance with the Open Meetings Act. Minutes approved by the Board shall be available in accordance with the Open Meetings Act.

RESOLUTION 17-0035: Patrick McDonald moved and Jim Muzzin seconded to approve the bylaws as amended. The motion passed unanimously.

Library Bill Payment Policy – Cindy Mack submitted a draft of a revised policy which would allow the library to pay bills such as payroll and utilities without requiring the entire board to meet and give approval first. Under this proposal, approval from the treasurer of the board would be sufficient for the

library's accountant to pay the bills, and the board would approve the payments retroactively at the next meeting. This would provide a way to pay bills if in a particular month a quorum could not be assembled. It would also allow the board to schedule only one meeting in some months, like July and December. The board is open to the idea but asked for more precise wording for point IIB4, which presently says "other routine monthly bills."

#### OLD BUSINESS

Audit proposals: Eight audit firms sent responses to the library's RFP. Cindy Mack recommended the board interview Abraham and Gaffney and Bredernitz, Wagner and Co. on the basis of their experience with district libraries, strong recommendations from the libraries with whom they do business and price. Patrick McDonald proposed adding Pfeffer Hanniford Palka because that firm is in BDL's service area and is known for a high level of customer satisfaction. Jim Muzzin complemented Cindy Mack and her staff on organizing the proposals and aggregating the information on a summary sheet for the board.

RESOLUTION 17-0036: Patrick McDonald moved and Jim Muzzin seconded that the board invite Abraham and Gaffney, Bredernitz, Wagner and Co and Pfeffer Hanniford Palka to present at the meeting on August 1 at 7 p.m. The motion passed.

BOARD COMMENTS: Jim Muzzin thanked Cindy Mack for attending the Taste of Brighton and working in the Brighton 150 booth. Kathryn reminded the board that upcoming Brighton 150 events include the Mayor's Breakfast August 5 from 8-10 a.m., where the Vintage String Band will play, and the Community Block Party August 13 at the millpond ending with a laser show.

ADJOURNMENT: Jim Muzzin moved and Jordan Genso seconded to adjourn the meeting. The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Arla McPeek  
Secretary, BDL Board of Trustees

#### NEXT MEETINGS:

Committee Meeting, September 5, 2017

Board Meeting, September 19, 2017