

Brighton District Library  
Board of Trustees Meeting Minutes  
July 19, 2016

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

**ATTENDANCE:** Present: President Kathryn Poppy, Rich Perlberg, Jane Petrie, Sally McKee, Arla McPeek and Margaret McDonald.

Absent: Patrick McDonald.

Staff: Cindy Mack, Director, Ed Rutkowski, Interim Director, Jennifer Osborne, Head of Adult Services, and Sarah Perry, Social Media Librarian.

**APPROVAL OF THE AGENDA:** Moved by Sally McKee and seconded by Jane Petrie to approve the agenda. Motion carried.

**APPROVAL OF THE MINUTES:** Moved by Rich Perlberg and seconded by Sally McKee to approve the June 21, 2016-Board Meeting minutes. Motion carried

Moved by Rich Perlberg and seconded by Sally McKee to approve the July 5, 2016-Committee Meeting minutes with changes under attendance that Sally McKee was via phone and not Arla McPeek. Motion carried.

**PUBLIC COMMENTS:** Cindy Mack, Director, is looking forward to start in two weeks and to officially meet everyone.

**STAFF COMMENTS:** Sarah Perry, Social Media and Adult Reference Librarian, discussed many of the social media accounts she started and maintains for the Library. Twitter, Facebook, Google Adwords and, since last winter, the Library's eNewsletter. As of July 14, we had 356 followers on Twitter and 847 likes on Facebook. Both grow weekly. Our Adwords account has been active since July 2011. Since then, we've received 271,130 impressions and 3,251 clicks, resulting in a cost of \$2,425.56, which is completely paid by the Google Adwords Grant. In addition to social media, she organizes and runs our Local Author Showcase program, which began in May 2013. Upcoming program is Millennial Meet & Mingle, on August 18. This program is geared at helping young adults meet new friends. We hope to launch monthly programs for this demographic. In her spare time she is a writer and a published author. The Board thanked Sarah and Jen for coming and for all the hard work they do for the Library.

**PRESIDENT'S REPORT:** President Poppy informed the Board that she will not be able to attend the August 2 Committee meeting due to working on Election Day.

**DIRECTOR'S REPORT:** Ed discussed the following:

- The Board discussed and agreed to receive only the General Fund summary from the Statement of Revenues and Expenditures once a month, and the complete statement quarterly.
- Hartland Electric will be here Thursday to replace the batteries on the emergency power supply.
- Spoke with an Arborist regarding the trees and how to keep them healthy through this summer heat.
- Library Design will meet with library staff to review the preliminary drawings on July 26.

- The annual Livingston County Trustees and Directors dinner will be on Wednesday, Oct. 19<sup>th</sup>.
- Ed asked the Board for coverage for the Friends of the Brighton District Library Board meetings for the remainder of this Fiscal Year. Margaret McDonald will attend their September meeting, Sally McKee in October meeting and Arla McPeck in November.
- Relax in the Stacks will be Friday, August 12 at 5:30. This event will not only be thanking our supporters but also welcoming our new Director Cindy Mack.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #16-0031: Moved by Jane Petrie and seconded by Sally McKee to approve the claims docket in the amount of \$35,814.25 dated 07/19/16. Motion carried.

Resolution #16-0032: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of payroll checks dated 06/30/16 and 7/14/16. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

**OLD BUSINESS:**

**NEW BUSINESS:**

**STRATEGIC PLANNING/TASK FORCE:** none

**BOARD COMMENTS:** none

**ADJOURNMENT:** This meeting adjourned at 8:12 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, August 2, 2016

Next Board Meeting: Tuesday, August 16, 2016