

Brighton District Library
Board of Trustees Meeting Minutes
August 15, 2017

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

ATTENDANCE: Present: President Kathryn Poppy, Jane Petrie, Jim Muzzin, Arla McPeek, Patrick McDonald and Jordan Genso.

Absent: Rich Perlberg.

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski.

Guest: Terry Wagner and family and Jarrett Poppy.

APPROVAL OF THE AGENDA: Moved by Jim Muzzin and seconded by Jane Petrie to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Patrick McDonald and seconded by Jim Muzzin to approve the July 18, 2017-Board Meeting minutes. Motion carried.

Moved by Patrick McDonald and seconded by Jim Muzzin to approve the August 1, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Terry Wagner and family, friends of Kathryn Poppy, and Jarrett Poppy attended the meeting to observe how the Board conducts business for the Library.

STAFF COMMENTS none

PRESIDENT'S REPORT: President Poppy thought the Brighton 150 was a success. Approximately 10,000 people attended. The Concert was great and everyone had a great time. The Space Needs Assessment was discussed. Jordan thought the money was well spent. This processes offered many ideas for the future. Director Mack reminded the Board that a new roof, HVAC and parking lot will have to be addressed, as well. The timeline for the Space Needs Assessment is anywhere from 5 to 7 years. At the next Board meeting, September 19th, the final plan will be presented. The Space Needs Committee will meet before to go over the options.

DIRECTOR'S REPORT: Director Mack discussed the following:

- The Budget Draft for Fiscal Year 2018.
- The staff in-service day will be Monday, October 9th. We will be focusing on customer service.
- The Summer Reading Programs were well attended. As of August 3 approximately 1,000 children, 155 teens and 266 adults participated in the summer reading club.
- The Library will be participating in the United Way's Day of Caring. We will be collecting personal care items for area residents. Director Mack will be leading a team of five staff members who will be volunteering at the United Way Day of Caring event on Wednesday, August 16.
- The community, once again, showed their support for the Fill a Backpack for Kids sponsored by Livingston Education Services Agency. As of August 9 we have collected nearly fifty backpacks and hundreds of pounds of school supplies.
- Director Mack informed those Board members that were absent at August committee meeting that Stevens, Kirinovic and Tucker was formally selected to conduct the library's annual audit for the next three years.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0039: Moved by Jane Petrie and seconded by Jim Muzzin to approve the claims docket in the amount of \$39,173.22 dated 08/15/17. Motion carried.

Resolution #17-0040: Moved by Jane Petrie and seconded by Arla McPeck to approve the payment of payroll checks for 07/27/17 in the amount of \$46,610.60 and 08/10/17 in the amount of \$44,421.18. Motion carried.

The Board was given a Budget Draft for Fiscal Year 2018. Director Mack gave a thorough explanation of the Revenues and Expenditures. Several topics were discussed including the personal property tax revenue, State aid and the Penal fines reduction. With the reorganization of staff positions, this provided a decrease in salaries and wages. Health benefits were discussed. One idea was to pool with the Michigan Library Association to see if we could get a better rate. Technology, Books and Materials will see an increase. Also planned for next year is a handicap accessible door to Millie's Garden. This will be coming out of the Capital Improvement Fund.

Policy/Personnel: The Board discussed the Bill Payment Policy #319.

Resolution #17-0041 Moved by Jordan Genso and seconded by Arla McPeck to approve the Bill Payment Policy #319 with the addition of including the Library Director to this policy. Motion carried.

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 8:39 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, September 5, 2017

Next Board Meeting: Tuesday, September 19, 2017