

Brighton District Library
Board of Trustees Meeting Minutes
August 16, 2016

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

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

Absent: none

Staff: Cindy Mack, Director

Guest: Jordan Genso, prospective Board member.

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

APPROVAL OF THE MINUTES: Moved by Margaret McDonald and seconded by Sally McKee to approve the July 19, 2016-Board Meeting minutes. Motion carried.

Moved by Margaret McDonald and seconded by Sally McKee to approve the August 2, 2016-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Jordan Genso, introduced himself to the Board. He has submitted his election information to the county for the November elections.

STAFF COMMENTS: none

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: Cindy discussed the following:

- Presented a 90 day plan of action to the Board to effectively communicate goals and to ensure she is meeting the initial expectations of the Library Board.
- Discussed with the Board the Federal overtime rules and compensation time that are going to be in effect on December 1, 2016. Cindy and Ed will work on revising the policy and present it at the next meeting.
- The Library's Property and Liability insurance coverage is up for renewal. There will be an increase in our general liability from \$1 million to \$2 million as recommended by our insurance carrier.
- Reminder that the Board of the Trustees and Directors dinner is on Wednesday, October 19, 2016 at Howell Carnegie.
- Discussed the Auditor contract. The Board would like to see, possibly next year, a RFP go out for future auditing services.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0035: Moved by Jane Petrie and seconded by Arla McPeek to approve the claims docket in the amount of \$35,911.42 dated 08/16/16. Motion carried.

Resolution #16-0036: Moved by Jane Petrie and seconded by Arla McPeek to approve the payment of payroll checks dated 07/28/16 and 08/11/16. Motion carried.

Resolution #16-0037: Moved by Rich Perlberg and seconded by Jane Petrie approve the 2016 Audit Contract with Buss and Company. Motion carried.

The 2017 Budget draft was discussed. Marketing, drainage/gutter issues and ADA compliance for a handicap ramp into the garden were just a few of the budget topics reviewed.

Policy/Personnel: none

Building/Technology: Restroom renovation update-Final drawing, tiles, flooring and partition colors were presented to the Board. The Board agreed on the color palette.

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Rich Perlberg appreciates the statistical reports from Ed. The Board thanked Ed Rutkowski for all of his hard work as Interim Director

ADJOURNMENT: This meeting adjourned at 8:50 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, September 6, 2016

Next Board Meeting: Tuesday, September 20, 2016