

Brighton District Library  
Board of Trustees Meeting Minutes  
August 18, 2015

**CALLED TO ORDER:** The meeting was called to order at 7:33 by President McDonald

**ATTENDANCE:** Present: President Patrick McDonald, Jeannette Hill, Jane Petrie and Arla McPeek.  
Absent: Margaret McDonald, Kathryn Poppy and Sally McKee.  
Staff: Director Nancy Johnson, Ed Rutkowski, Assist. Director, Sandie Schulenburg, Circ. Supervisor and Diana Pierce, Shelver Supervisor.

**APPROVAL OF THE AGENDA:** Moved by Jane Petrie and seconded by Arla McPeek to approve the agenda. Motion carried unanimously.

**APPROVAL OF THE MINUTES:** Moved by Jeannette Hill and seconded by Jane Petrie to approve the July 21, 2015-Board Meeting minutes. Motion carried unanimously.

Moved by Jeannette Hill and seconded by Jane Petrie to approve the August 4, 2015-Committee Meeting minutes. Motion carried unanimously.

**PUBLIC COMMENTS:** none

**STAFF COMMENTS:** Diana Pierce, Shelver Supervisor, does the hiring, training, monthly scheduling and evaluation of all the Shelver I's and Shelver II's. She supervises 12 shelvers (7 Teens and 5 Adults) and 5 adult volunteer shelf readers. In addition to her supervising responsibilities, she also works in Loan Services and, as needed, at the Circulation Desk. She is "very blessed" to work with a wonderful team. Diana joined the staff in 2002.

Sandie Schulenburg, Circulation Supervisor, says Diana is doing a great job. Sandie told the Board all the updates she will be working on. Sandie joined the staff in 1996. The Board thanked Sandie and Diana for coming and for the great job they both do for the Library.

**PRESIDENTS REPORT:** Patrick thanked everyone for all the get well's on behalf of Margaret while she recuperates at home.

**DIRECTOR'S REPORT:** Director Johnson discussed the following:

- Repairs will be needed on the HVAC in the A/B Meeting. Goyette is responding to this issue.
- Capital projects: We received estimates on roofing and carpeting. We will be getting an estimate on bathroom renovations so they'll be more compliant to universal design. Also will be getting an estimate for a storage wall for supplies in Youth Services department. The book drop at the Green Oak Township will be replaced, using current gift fund dollars.
- The Trustees and Directors meeting will be held at 6:30 on October 21 at Howell Carnegie Library.
- Dr. Eric Becher will be back as moderator at the November 22 Strategic Planning meeting.
- Joan Runyon received our official ballot registration and current language.
- LESA will be going for a millage this November.

- We are delighted to receive an endorsement by the Greater Area Chamber of Commerce for going for a millage in November.
- Volunteers will be at the Brighton Farmer's Market to hand out millage information on behalf of the Brighton District Library.

Assistant Director Ed Rutkowski discussed the following:

- The June 2015 User Survey results with the Board.
- Discussed items related to the November 3 millage proposal.

Arla McPeck discussed media related items to the millage proposal, as well.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #15-0037: Moved by Jane Petrie and seconded by Jeannette Hill to approve the claims docket in the amount of \$64,530.48 dated 08/18/15. Motion carried unanimously.

Resolution #15-0038: Moved by Jane Petrie and seconded by Jeannette Hill to approve the payment of payroll checks dated 07/30/15 and 08/13/15. Motion carried unanimously.

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:** Arla McPeck noted the TLN return on investment report in Board packets.

**ADJOURNMENT:** This meeting adjourned at 8:25 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, September 1, 2015 at 7:30 p.m.

Next Board Meeting: Tuesday, September 15, 2015 at 7:30 p.m.

Trustees & Directors Meeting: Wednesday, October 21, 2015 at 6:30

Strategic Planning Meeting: Sunday, November 22, 2015 at 1:00 p.m.