

Brighton District Library  
Board of Trustees Meeting Minutes  
September 15, 2015

**CALLED TO ORDER:** The meeting was called to order at 7:35 by President Patrick McDonald.

**ATTENDANCE:** Present: President Patrick McDonald, Jeannette Hill, Arla McPeek, Jane Petrie, Sally McKee, Margaret McDonald and Kathryn Poppy.

Absent:

Staff: Nancy B. Johnson, Director and Ed Rutkowski, Assist. Director, Carla Sharp, Head of Youth Services

**APPROVAL OF THE AGENDA:** Moved by Jeannette Hill and seconded by Kathryn Poppy to approve the agenda. Motion carried unanimously.

**APPROVAL OF THE MINUTES:** Moved by Jeannette Hill and seconded by Sally McKee to approve the August 18, 2015-Board Meeting minutes. Motion carried unanimously.

Moved by Jeannette Hill and seconded by Sally McKee to approve the September 1, 2015-Committee meeting minutes. Motion carried unanimously.

**PUBLIC HEARING ON THE ADOPTION OF THE 2015-2016 BUDGET:**

Close Board Meeting: Moved by Patrick McDonald and seconded by Margaret McDonald to close the regular Board meeting.

Open Public Hearing for Budget: Moved by Patrick McDonald and seconded by Margaret McDonald to open the public hearing for the Budget.

Public Comment: none

The Board discussed the Budget.

Close Public Hearing: Moved by Sally McKee and seconded by Kathryn Poppy to close the public hearing.

**REOPEN BOARD MEETING:** Moved by Sally McKee and seconded by Kathryn Poppy to reopen the regular Board meeting.

**STAFF COMMENTS:** Carla Sharp, Head of Youth Services, gave a presentation on the Creative Community Connections workshop she attended. The motto Engaged, Embedded and Enriched is what the Youth Department is practicing by supplying free resource brochures that is offered in the community, being active in the community and all the programming for early literacy here at the Library. Carla talked about the Sandy Schneidewind Books for Babies program, which was developed in 2011. She touched based on the Great Start Livingston and what they do the community. The Board thanked Carla for coming and the outstanding work her department does for the community.

**PRESIDENT REPORT:** Patrick McDonald agreed how important early literacy is. He noted the great work Ed did on the "Report to the Community" mailer. He felt all companies, organizations should do a public report for the community.

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

- The Northfield Township Library brochure was handed out.
- Attended the Howell Carnegie Library open house on Thursday.
- A Vote November 3 button was designed.
- Nancy and Sarah Neidert attended the Chamber of Commerce event presenting Mike Duggan.
- Chairs have been ordered for the Brighton Room and the reading room.
- Thanked Arla for paving the way for getting the word out to newspapers regarding the Library's millage ballot. Nancy will be interviewed by \_\_\_\_\_ on Wednesday.
- Thursday night Nancy will be receiving a commendation by the City Council.
- Rich Perlberg will be addressing the City Council on the Library's millage proposal.
- A Youth Services Librarian position is now open.
- Livingston Diversity Council will be having a "Celebrate U" event on September 26.
- CD renewal recommendations will be brought to the October Committee meeting for discussion.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #15-0040: Moved by Jane Petrie and seconded by Sally McKee to approve the claims docket in the amount of \$18,830.73 dated 9/15/15. Motion carried unanimously.

Resolution #15-0041: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of payroll checks dated 08/27/15, 09/10/15. Motion carried unanimously.

Resolution #15-0042: Moved by Jane Petrie and seconded by Margaret McDonald to approve the 2015-2016 General Fund Summary budget Option #1A and Capital Fund Budget dated 09/15/15. Motion carried unanimously.

Resolution #15-0043: Moved by Jane Petrie and seconded by Sally McKee to approve the Operating Fund Millage levy for 2015-2016 at 0.6692 mills. Motion carried unanimously.

Policy/Personnel: none

Building/Technology:

Planning/Fundraising:

Public relations: Regarding the YES Committee: Ed is working on post cards. The committee discussed several events that they will be attending. A press release is out on some websites. Yard signs have been ordered. Absentee ballot list will be obtained in order to mail post cards too.

**OLD BUSINESS:**

**NEW BUSINESS:**

**STRATEGIC PLANNING/TASK FORCE:**

**BOARD COMMENTS:** Kathryn informed the Board her schedule will be really busy in the next couple of weeks due to working with the admissions office at U of M.

**ADJOURNMENT:** This meeting adjourned at 9:00 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, October 6, 2015

Next Board Meeting: Tuesday, October 20, 2015

Libraries Trustee's & Director's meeting: Wednesday, October 21, 2015 (Howell)

Strategic Planning meeting: Sunday, November 22, 2015