

Brighton District Library  
Board of Trustees Meeting Minutes  
September 19, 2017

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

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

Absent: none.

Staff: Cindy Mack, Director and Ed Rutkowski, Assist. Director.

Guest: Architect Seth Pechansky and Designer Schana Yacks, from Daniels and Zermack Architects and Michael Lenninger.

**APPROVAL OF THE AGENDA:** Moved by Patrick McDonald and seconded by Jim Muzzin to approve the agenda. Motion carried.

**APPROVAL OF THE MINUTES:** Moved by Patrick McDonald and seconded by Jim Muzzin to approve the August 15, 2017-Board Meeting minutes. Motion carried.

Moved by Patrick McDonald and seconded by Jim Muzzin to approve the September 5, 2017-Committee meeting minutes. Motion carried.

**PUBLIC HEARING ON THE ADOPTION OF THE 2017-2018 BUDGET:**

Moved by Arla McPeek and seconded by Patrick McDonald to close the regular Board Meeting and Open Public Hearing for the Budget. Motion carried.

Public Comment: none

The Board discussed the 2017-2018 General Fund Summary Budget and the Capital Improvement Fund Budget.

Moved by Arla McPeek and seconded by Jim Muzzin to Close Public Hearing and Open the Regular Board Meeting. Motion carried.

**SPACE NEEDS ASSESSMENT:** Architect Seth Pechansky and Designer Schana Yacks, from Daniels and Zermack, presented their final space needs assessment plan. Seth Pechansky brought forward a Phase Plan and Budget for each phase. Designer Schana Yacks presented a possible color pallet, as well. Library Administration will look at ways to present this proposal to the public.

**PUBLIC COMMENTS:** Michael Lenninger inquired about an outdoor book drop as part of this plan.

**STAFF COMMENTS:** none

**PRESIDENT REPORT:** none

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

- Cindy had a great time attending the Green Oak Days.
- Staff will be investigating department goals for next year.
- The Board should consider updating the Strategic Plan in the up and coming years.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #17-0044: Moved by Jane Petrie and seconded by Patrick McDonald to approve the claims docket in the amount of \$50,243.05 dated 9/19/17. Jim Muzzin inquired about the distribution of the Green Oak penal fines.

Resolution #17-0045: Moved by Jane Petrie and seconded by Jim Muzzin to approve the payment of payroll checks dated 08/24/17 in the amount of \$44,476.10 and 09/07/17 in the amount of \$44,484.96.

Resolution #17-0046: Moved by Jane Petrie and seconded by Arla McPeck to approve the 2017-2018 General Fund Summery Budget and Capital Fund Budget dated 09/19/17. Motion Carried

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:**

**ADJOURNMENT:** This meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, October 3, 2017

Next Board Meeting: Tuesday, October 17, 2017

Libraries Trustee's & Director's meeting: Wednesday, November 1, 2017 (Howell)