

Brighton District Library
Board of Trustees Meeting Minutes
September 20, 2016

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

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

Absent: Rich Perlberg and Margaret McDonald.

Staff: Cindy Mack, Director and Ed Rutkowski, Assist. Director and Sarah Neidert, Head of Technology

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

APPROVAL OF THE MINUTES: Moved by Arla McPeek and seconded by Sally McKee to approve the August 16, 2016-Board Meeting minutes. Motion carried.

Moved by Arla McPeek and seconded by Sally McKee to approve the September 6, 2016-Committee meeting minutes. Motion carried.

PUBLIC HEARING ON THE ADOPTION OF THE 2016-2017 BUDGET:

Close Board Meeting: Moved by Arla McPeek and seconded by Sally McKee to close the regular Board meeting and open the Public Hearing for Budget. Motion carried.

Public Comment: none

The Board discussed the Budget.

Close Public Hearing: Moved by Sally McKee and seconded by Arla McPeek to close the public hearing and reopen the regular Board meeting. Motion carried.

STAFF COMMENTS: Sarah Neidert, Head of Technology, gave an update on the Technology Department. Several shifting of responsibilities among some staff members were discussed. Ed Rutkowski will be assuming supervision of the Technology Assistants and provide support for public and staff computing. Sarah Neidert will be taking over some of Ed's responsibility as well as maintaining the website. Sarah updated the Board on the website and new calendar software to be purchase this month.

PRESIDENT REPORT: none

DIRECTOR'S REPORT: Director Mack discussed the following:

- Talked with the Library's Attorney regarding the Federal overtime rules and compensation time that are going to be in effect on December 1, 2016.
- Reminded the Board about the Libraries Trustee's & Director's meeting: Wednesday, October 19, 2016 (Howell).
- No final costs yet from Library Design for the restroom renovations.
- The Youth Staff activity room is now their new work area.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #16-0042: Moved by Jane Petrie and seconded by Arla McPeek to approve the claims docket in the amount of \$45,762.68 dated 9/20/16. Motion carried.

Resolution #16-0043: Moved by Jane Petrie and seconded by Sally McKee to approve the payment of payroll checks dated 08/25/16 and 09/08/16. Motion carried.

Resolution #16-0044: Moved by Jane Petrie and seconded by Patrick McDonald to approve the 2016-2017 General Fund Summary Budget and Capital Fund Budget dated 09/20/16. Motion carried.

Policy/Personnel: none

Building/Technology: Director Mack and the Board discussed the layout drawing and cost to fix the Children's Garden drainage and garden access project.

Resolution #16-0045: Moved by Sally McKee and seconded by Jane Petrie to approve the drainage and garden access project from the Capital Improvement Fund at a cost not to exceed \$12,000. Motion carried.

Planning/Fundraising: none

Public relations: Costs and marketing ideas on outreach publicity and the annual report were discussed.

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:34 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, October 4, 2016

Next Board Meeting: Tuesday, October 18, 2016

Libraries Trustee's & Director's meeting: Wednesday, October 19, 2016 (Howell)