

Brighton District Library  
Board of Trustees Committee Meeting  
March 7, 2017

PRESENT: Jordan Genso, Arla McPeek, Rich Perlberg, Kathryn Poppy.  
ABSENT: Patrick McDonald, Jane Petrie  
STAFF: Library Director Cindy Mack

President Kathryn Poppy called the meeting to order at 7:33 p.m.

President's Report – Kathryn Poppy

- Kathryn reported Sally McKee had submitted a letter of resignation from the board of trustees effective March 1. A notice that there's an opening on the board has appeared as a news brief in the Livingston Daily Press & Argus, and a library staffer will send a notice to WHMI for their website. The vacancy is posted on the library website as well.
- Kathryn reminded trustees to send Cindy's six-month evaluation to Jane Petrie if they have not already done so.

RESOLUTION 17-0008: Rich Perlberg moved and Jordan Genso seconded to approve the payment of bills based on claims dockets in the amount of \$117,243.22 dated 03/07/17. The motion passed.

Director's Report – Cindy Mack

- Cindy noted that the total cost of the bathroom renovation project was \$175,237. Although this was higher than the original estimate of \$168,000, it was still under the budget of \$180,000.
- Cindy reported that the library has received a check from the state for \$51,593.96 for lost personal property tax. After paying Salem-South Lyon Library and Northfield Library their share of about \$2,000, our library will still net nearly \$50,000. At the end of this year, Cindy plans to transfer that money into the capital improvement fund. Although money for lost personal property tax did not appear in this year's budget because it's unpredictable, next year Cindy plans to budget about \$10,000.
- After reviewing proposals, talking with our library's staff, taking tours of other libraries who've recently undertaken building projects and talking with their staffs, Cindy recommended the board approve the hiring of Daniels & Zermack Architects to do a space needs assessment for the library.

RESOLUTION 17-0009: Jordan Genso moved and Arla McPeek seconded to approve the proposal from Daniels & Zermack Architects for the space needs and renovation assessment. Expenses should not exceed \$18,100, plus any potential cost for an environmental investigation report.

The board discussed the greater transparency that would be available if this issue were considered at the more public trustees meeting taking place on March 21.

RESOLUTION 17-0010: Rich Perlberg moved and Arla McPeek seconded to table any resolution about choosing an architectural firm for the space needs assessment until the March 21 meeting.

The meeting adjourned by consensus at 8:35 p.m.

Respectfully submitted,

Arla McPeek  
Secretary, BDL Board of Trustees