

Brighton District Library
Board of Trustees Meeting Minutes
January 16, 2018

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

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

Absent: none

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

Guest: Celia Morse, TLN-was unable to attend.

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

APPROVAL OF THE MINUTES: Moved by Kathryn Poppy and seconded by Jane Petrie to approve the December 19, 2017-Board Meeting minutes. Motion carried.

Moved by Kathryn Poppy and seconded by Jane Petrie to approve the January 2, 2018-Committee Meeting. Motion carried.

PUBLIC COMMENTS: Celia Morse, from TLN, was unable to attend.

STAFF COMMENTS: none

PRESIDENT'S REPORT: The Board received the officer names and committee assignments for 2018. If there are any changes, indicate those and a new list will be sent out. Chairpersons for the Committees were chosen. Patrick will meet with Cindy before Board meetings to go over the agenda and the Director's Report.

DIRECTOR'S REPORT: Director Mack discussed the following:

- Reminded the Board to RSVP to Rosemarie Brennen if attending the staff holiday event on January 26.
- The Library's annual report was discussed. This report will be online and mailed out to the community when completed.
- The statistics reports will now be prepared by Sarah Neidert.

Jim Muzzin gave an overview of the Brighton's State of the City Address. The Board thanked Jim for doing a great job as Mayor.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0005: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$48,502.96 dated 1/16/18. Motion carried.

Resolution #18-0006: Moved by Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated 12/28/17 in the amount of \$43,183.08 and 1/11/18 in the amount of \$44,134.66. Motion carried.

Policy/Personnel: Director Mack brought forth the revision drafts from the 100 Policy series. The Board tabled for review and will discuss at the next Board meeting. Kathryn thanked Cindy and Ed for the updates.

Building/Technology: none
Planning/Fundraising: none
Public relations: none

OLD BUSINESS: Capital Improvement Projects:

- Parking lot project: A draft RFP letter was presented and discussed by the Board for the parking lot. Resolution #18-0007: Moved by Arla McPeek and seconded by Jim Muzzin to proceed with the RFP for the parking lot. Motion carried.
- Roofing project: There is a proposal contract from the Architects Daniels and Zermack to assist with the RFP for the roof. Resolution #18-0008: Moved by Rich Perlberg and seconded by Arla McPeek to approve the proposed contract from Daniels and Zermack to assist us in the Roofing project. Cost not to exceed \$9,825.00. This will come out of the Capital expense. Motion carried.

NEW BUSINESS: Board stipend was discussed. Cindy indicated that due to the 2017-2018 Budget having already been approved, this stipend will likely need to come out of the Fund Balance. We'll need to do a budget amendment at the end of the year.

Resolution #18-0009: Moved by Jordan Genso and seconded by Kathryn Poppy to reinstate the stipend to the Board effective January 16, 2018. With 5 ayes and 2 nays, motion carried.

STRATEGIC PLANNING/TASK FORCE:

BOARD COMMENTS: The Board thought Kathryn's letter to the editor was lovely.

ADJOURNMENT: This meeting adjourned at 9:03 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, February 6, 2018

Next Board Meeting: Tuesday, February 20, 2018