

Brighton District Library
Board of Trustees Meeting Minutes
November 28, 2017

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

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

Absent: none

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

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

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the October 17, 2017-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Patrick McDonald to approve the November 7, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Ed Rutkowski, Assistant Director and Network Administrator, brought forward an outline of the Library's network. Ed discussed the Internet service and how it's supported through the TLN contract with Merit Network and AT&T fiber data connections. Discussed the public network and the staffing network. The public network management system is supported by Deep Freeze (keeps PCs in stasis, enhances patron privacy and security), Envisionware (regulates session time, manages printing from network PCs and Mobile printing, and Open DNS (this filters pornography, P2P file sharing; proxy/anonymizers; malware, botnet and phishing sites). Ed is also working with Cindy on updating the personnel policies and various library procedures. The Board thanked Ed for all his hard work he does for the Library.

PRESIDENT'S REPORT: President Poppy had three items to discuss with the Board:

- Jordan Genso will be processing Director Mack's evaluation forms and will presented at the next committee meeting.
- Requested the Board members to check their calendar regarding the availability for the December 19, 2017 Board meeting. We do need a quorum to pay bills. Patrick McDonald will not be able to attend the December Board meeting.
- President Poppy, Jim Muzzin and Arla McPeek to meet before the December 5 Committee to discuss the nomination of the 2018 Officers.

DIRECTOR'S REPORT: Director Mack discussed the following:

- Cindy created a new evaluation form for Management to use when evaluating their staff. The Board agreed with Cindy that this form is simplistic but very efficient.
- The goals/projects from each Department will be updated to the Board on a quarterly basis.

- This past Sunday, Director Mack, was informed of a complaint that a patron accessed inappropriate materials on the Library's computer. Director Mack is currently communicating with the Library's Attorney and is waiting for eyewitness to give a formal complaint.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0053: Moved by Jane Petrie and seconded by Arla McPeck to approve the claims docket in the amount of \$37,240.99 dated 11/28/17. Motion carried.

Resolution #17-0054: Moved by Jane Petrie and seconded by Jim Muzzin to approve the payment of payroll checks dated 10/19/17 in the amount of \$44,400.25, 11/02/17 in the amount of \$43,826.60 and 11/16/17 in the amount of \$43,800.72. Motion carried.

Resolution #17-0055: Moved by Jim Muzzin and seconded by Jordan Genso to approve the 2016-2017 Budget amendments. 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 8:55 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, December 5, 2017

Next Board Meeting: Tuesday, December 19, 2017