

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

Due to the absence of the President and Vice President it was moved by Rich Perlberg and seconded by Jane Petrie to have Jim Muzzin conduct the meeting.

CALLED TO ORDER: The meeting was called to order at 7:30 by Trustee Jim Muzzin.

ATTENDANCE: Present: Jane Petrie, Jordan Genso, Arla McPeek, Rich Perlberg and Jim Muzzin.
Absent: President Kathryn Poppy and Vice President Patrick McDonald.
Staff: Cindy Mack, Director, and Diana Dart, Community Relations.

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

APPROVAL OF THE MINUTES: Moved by Rich Perlberg and seconded by Jordan Genso to approve the November 28, 2017-Board Meeting minutes. Motion carried.

Moved by Rich Perlberg and seconded by Jordan Genso to approve the December 5, 2017-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Diana Dart, Community Relations, discussed the following:

- The Annual Appeal: So far we have 62 donations, \$5,340 collected.
- Diana handles our fundraising, donor relations & memorial gifts & documentation.
- The Library Gala event was discussed.
- Presented the Livingston Libraries signage. Discussed outreach opportunities.
- Creates and donates used Book Gift Baskets for area non-profit organizations.
- She is the liaison to the Friends of the Library, Brighton Art Guild, Livingston Diversity Council, Greater Brighton Area Chamber of Commerce and United Way.
- She facilitates various campaigns, such as, Toys for Tots, Giving Tree and the Clothesline Project.

The Board thanked Diana for all her hard work she does for the Library.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: Director Mack discussed the following:

- The Nominating Committee has selected a proposed slate of officers for 2018. They will present an official resolution for board approval at the next meeting.
- Holiday closures for 2018 were discussed. Added was May 26 and May 27 for the migration of the new computer system.
- Director Mack will be out of town for the Holidays. Jennifer Osborne will be the contact person. There will be no Friday updates until after the first of the year.
- The snow contract was discussed.
- Director Mack invited the Board to the Staff Holiday Event on January 26 at Brewery Becker.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #17-0059: Moved by Jane Petrie and seconded by Arla McPeek to approve the claims docket in the amount of \$29,325.30 dated 12/19/17. Motion carried.

Resolution #17-0060: Moved by Jane Petrie and seconded by Arla McPeek to approve the payment of payroll checks dated 11/30/17 in the amount of \$42,643.78 and 12/14/17 in the amount of \$45,027.91. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS:

NEW BUSINESS: A draft of the 2018 Capital Improvement plan was presented to the Board. The Board gave Cindy their approval to move forward in preparing an RFP for the parking lot and seeking a cost proposal from our architects to help with our roof replacement project.

STRATEGIC PLANNING/TASK FORCE:

BOARD COMMENTS: Arla McPeek raised the issue of ways the new businesses in the neighborhood (U of M medical center, hotels and bank) would impact the library. Possible impact could include increased automobile traffic on streets, more walk-in patrons and a greater tax base.

ADJOURNMENT: This meeting adjourned at 8:32 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, January 2, 2018

Next Board Meeting: Tuesday, January 16, 2018