

Brighton District Library
Board of Trustees Meeting Minutes
February 20, 2018

CALLED TO ORDER: The meeting was called to order at 7:32 by President Patrick McDonald.

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

Absent: none

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

Guests: Celia Morse, TLN and Eric Zahler, 2280 Clyde Road, Howell, MI., a parent from Charyl Stockwell School.

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

APPROVAL OF THE MINUTES: Moved by Rich Perlberg and seconded by Kathryn Poppy to approve the January 16, 2018-Board Meeting minutes. Motion carried.

Moved by Rich Perlberg and seconded by Kathryn Poppy to approve the February 6, 2018-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Eric Zahler discussed with the Board the reasoning for parents picking up their children from Charyl Stockwell using the Library's parking lot. Although the long lines at the school for drop off and pick up can be quite frustrating for parents, the Library discourages using our parking lot due to safety issues. Director Mack brought up this situation to the Principal of Charyl Stockwell due to past history with similar issues. Mr. Zahler was upset that the Library staff didn't approach him personally instead of going to the Principal. It is Charyl Stockwell's policy that any issues regarding parents or children to be brought to the Principals attention. President Patrick McDonald informed Mr. Zahler that we are here to service the whole community. Furthermore the Director has to go on past history when making decisions. The Board agreed with Director Mack for contacting the Principal regarding this issue. Mr. Zahler apologized to the Board and to Director Mack for his behavior.

Celia Morse, TLN Automation Services Consultant, discussed the new Carl shared system with the Board. This system is to be installed the weekend of Memorial Holiday. Celia handed out 2 booklets showing the features and improvements of this system. Ed gave a visual presentation of this new system to the Board. Timeline and training were discussed. Celia informed the Board that MelCat will be down from April 1 to the beginning of July. The Board thanked Celia for coming.

STAFF COMMENTS: none

PRESIDENT'S REPORT: Kathryn Poppy was presented a card and a thank you from the Board for all her hard work as President. Jim Muzzin presented a Proclamation from the City of Brighton Council.

DIRECTOR'S REPORT: Director Mack discussed the following:

- The annual report will be sent out into the community on Monday. The information is on the website.
- The Attorney General Power Lunch will be at Oak Pointe on March 1. If you would like to attend, please let Cindy or Sue know by Feb. 23.
- Cindy thanked the Friends again for their support for the library programs.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0011: Moved by Jim Muzzin and seconded by Arla McPeek to approve the claims docket in the amount of \$133,220.57 dated 2/20/18. Motion carried.

Resolution #18-0012: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payment of payroll checks dated 01/25/18 in the amount of \$44,728.94 and 02/08/18 in the amount of \$44,631.70. Motion carried.

Policy/Personnel: Policy Revisions-Resolution #18-0013: Moved by Kathryn Poppy and seconded by Jim Muzzin to adopt the revised changes to the Personnel Policies, Section 100 of the Personnel Manual, including the addition of the Employee Computer Use and Communication Policy and the Pay Procedure Policy. Motion carried. The Board thanked Cindy and Ed for all their hard work.

Building/Technology: n

Planning/Fundraising: n

Public relations: n

OLD BUSINESS: Director Mack handed out the 3 RFP's for the parking lot replacement. Director Mack would like the Architects to review these 3 bids as well. The Architects is helping with the RFP for the roof. The Board agreed to move forward on these projects.

NEW BUSINESS: n

STRATEGIC PLANNING/TASK FORCE: n

BOARD COMMENTS: Jordan inquired about the participation in the teen short story contest. There was a total 18 stories submitted and was great community participation. Cindy will email the Board the final numbers. He also commented on how great the launch pads are.

ADJOURNMENT: This meeting adjourned at 9:00 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, March 6, 2018

Next Board Meeting: Tuesday, March 20, 2018