

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

CALLED TO ORDER: The meeting was called to order at 7:35 by President Patrick McDonald.

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

Absent: Rich Perlberg.

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

Guest: Auditor Steve Kirinovic, from Stevens, Kirinovic & Tucker P.C.

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 Jane Petrie and seconded by Jim Muzzin to approve the February 20, 2018-Board Meeting minutes. Motion carried.

Moved by Jane Petrie and seconded by Jim Muzzin to approve the March 6, 2018-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Auditor Steve Kirinovic, from Stevens, Kirinovic & Tucker P.C., presented their audit of the Library to the Board. He discussed the Statement of Revenues and Expenditures and salary and benefits. He felt that their first year doing the Library's audit has been a smooth and positive experience. The library staff was asked to leave so the Board could have a private meeting with Mr. Kirinovic.

STAFF COMMENTS: none

PRESIDENT'S REPORT: President McDonald and Director Mack continue to meet in advance of the Board meetings to go over the agenda and other pertinent items. The director evaluation forms will be referred to the Policy/Personnel committee for review.

DIRECTOR'S REPORT: Director Mack discussed the following:

- Director Mack will email the suggested evaluation forms to the Policy/Personnel committee for review.
- The "Library of Things" has now been added to our collections. These items were purchased through Enterprise funds. There are a variety of items from a sewing machine to a wildlife camera. Further advertisement for these items were discussed.
- Policy #103-Hiring Policy revision was referred to the Policy/Personnel committee for review before approval.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0016: Moved by Jim Muzzin and seconded by Arla McPeek to approve the claims docket in the amount of \$184,827.44 dated 03/20/18. Motion carried.

Resolution #18-0017: Moved by Jim Muzzin and seconded by Jane Petrie to approve the payment of payroll checks dated 2/22/18 in the amount of \$43,005.30 and 3/08/18 in the amount of \$40,262.33. Motion carried.

Resolution #-18-0018: Moved by Jim Muzzin and seconded by Kathryn Poppy to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,628.00 and retain those dollars in the BDL Endowment Fund. Motion carried.

Resolution #18-0019: Moved by Jim Muzzin and seconded by Kathryn Poppy to accept the Stevens, Kirinovic & Tucker, P.C. fiscal year 2016-2017 audit. Motion carried.

Policy/Personnel: #18-0020: Policy #103 was tabled until the next meeting. The Policy Committee would like to review this policy before approving.

The director evaluation forms were referred to the Policy/Personnel committee for review.

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Kathryn Poppy thanked Jim Muzzin for the Proclamation. This was a special event. Patrick McDonald thanked Jim Muzzin for his contribution to the city and to the Library.

ADJOURNMENT: This meeting adjourned at 8:45 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, April 3, 2018

Next Board Meeting: Tuesday, April 17, 2018