

Brighton District Library
Board of Trustees Meeting Minutes
June 19, 2018

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

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

Absent: Jane Petrie.

Staff: Cindy Mack, Director, Assistant Director Ed Rutkowski and Diana Pierce, Head of Circulation.

Guests: Mr. Phil Balmforth, Philip Balmforth and Matthew Balmforth from Boy Scout Troop #347.

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

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the May 15, 2018-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Jordan Genso to approve the June 5, 2018-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Mr. Balmforth, Philip Balmforth and Matthew Balmforth from Boy Scout Troop #347 attended the Board meeting. Philip and Matthew are both in the process of earning another Eagle Scout merit badge.

STAFF COMMENTS: Diana Pierce, Head of Circulation, has been with the Library for 16 ½ years. Before her newly appointed position she was the Shelver Supervisor. Diana praised her staff for the smooth transition over to Carl, our new ILS. Staff seems to be impressed with this new system as well as the patrons. Staff worked really hard to learn this system before we went live in May. Cindy gave kudos to Diana for training her staff and going the extra mile. Ed also praised Diana for taking the helm with her staff in training and having them prepared. The Board congratulated Diana on her promotion and thanked her for all the hard work she does.

PRESIDENT'S REPORT: Patrick met with Cindy the week before the Board meeting and everything is going well. He talked about the building permit needed for the parking lot.

DIRECTOR'S REPORT: Director Mack discussed the following:

- There was further discussion regarding the building permit.
- The Building Committee needs to meet to decide which shingles to choose from for the new roof.
- There were no stats available to the Board this month due to the migration. Sarah Neidert is working on a more comprehensive statistical report for the Board.
- The 2017 edition of the Michigan Public Library Trustee Manual was handed out. This is to replace the 2004 edition.

- Springfest was a huge success. The attendance nearly double from last year. Marketing was a big asset, plus the weather was good. This program is the kick-off for summer reading programs that Youth, Teen and Adult Services provide.
- The Library will be closed Sundays in July. Also we will be closed on the July 4th for the holiday.
- Cindy will be out of town from June 30 through July 4th. Assistant Director Ed Rutkowski will be available if anything arises.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0033: Moved by Jim Muzzin and seconded by Arla McPeck to approve the claims docket in the amount of \$37,025.92 dated 06/19/18. Motion carried.

Resolution #18-0034: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payment of payroll checks dated 05/17/18 in the amount of \$40,829.86, 05/31/18 in the amount of \$42,332.98 and 06/14/18 in the amount of \$38,943.52. Motion carried.

The Board discussed the May 31, 2018 Statement of Revenues and Expenditures.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: none

OLD BUSINESS: The director evaluation form was discussed. This form was recommended by the Policy/Personnel committee. Moved by Kathryn Poppy and seconded by Jim Muzzin to adopt this evaluation form to use for the evaluation of the Director. Motion carried. An Evaluation Committee was formed. The members are Jordan Genso as the Chairperson, Kathryn Poppy and Jane Petrie. A guide Short Takes for Trustees, Evaluating the Library Director from the United for Libraries was handed out to help in this process.

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Kathryn reminded those board members running for re-election to fill out their application for candidacy. Jordan complimented Sarah Perry on the wonderful job she's doing for the Library's Facebook. Additionally, Jordan noted he is very upset with the current actions of the federal government separating immigrant children from their parents. He wanted the Library Board to consider passing a resolution publicly stating that the Board opposes what is going on at the border and denouncing these actions. Patrick indicated that the Board is not ready to discuss or vote on this issue without more information and extensive discussion.

ADJOURNMENT: This meeting adjourned at 8:50 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, July 3, 2018 (CANCELLED)

Next Board Meeting: Tuesday, July 17, 2018