

Brighton District Library
Board of Trustees Meeting Minutes
September 18, 2018

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

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

Absent: none

Staff: Cindy Mack, Director, Ed Rutkowski, Assist. Director, Jennifer Osborne, Head of Adult Services and Kate Wheeler, Teen Librarian.

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 Jim Muzzin and seconded by Kathryn Poppy to approve the August 21, 2018-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the September 4, 2018-Committee meeting minutes. Motion carried.

PUBLIC HEARING ON THE ADOPTION OF THE 2018-2019 BUDGET:

Moved by Jordan Genso and seconded by Arla McPeek to close the regular Board Meeting and open the public hearing for the 2018-2019 Budget. Motion carried.

Public Comment: none

Moved by Arla McPeek and seconded by Jane Petrie to close the public hearing. Motion carried.

REOPEN BOARD MEETING: Moved by Jim Muzzin and seconded by Jane Petrie to re-open the regular Board Meeting. Motion carried.

STAFF COMMENTS: Jen Osborne, Head of Adult Services and Kate Wheeler, Teen Librarian gave a demonstration of the Library's new 3D Printer. Although it is not ready for patrons to use, Jen and Kate will be offering classes on how to design and print objects with the 3D printer. The Board thank Jen and Kate for coming and also complimented Jen on her design of the Library's brochure.

PRESIDENT REPORT: none

DIRECTOR'S REPORT: Director Mack discussed the following:

- Strategic Planning: Cindy asked the Board if they would like to move forward with the strategic planning and who would like to be on the committee. We do have a volunteer available to help facilitate with this process at no cost to the Library.
- Reminded the Board of "Relax in the Stacks" this Friday.
- Also reminded the Board that if they would like to attend the Library's Trustee's and Director's meeting to please let Cindy know by this Friday.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0044: Moved by Jim Muzzin and seconded by Arla McPeek to approve the claims docket in the amount of \$29,914.99 dated 9/18/18. Motion carried.

Resolution #18-0045: Moved by Jim Muzzin and seconded by Jane Petrie to approve the payment of payroll checks dated 08/23/18 in the amount of \$41,567.76 and 09/06/18 and in the amount of \$40,339.38. Motion carried.

Resolution #18-0046: Moved by Jim Muzzin and seconded by Arla McPeek to approve the 2018-2019 General Fund Summer Budget and Capital Fund Budget dated 09/18/18. Motion carried.

Policy/Personnel:

Building/Technology: Cindy discussed with the Board the proposal from Daniels and Zermack Architects. The Board agreed that they would like to move forward with the Interior Renovation project.

Resolution #18-0047: Moved by Arla McPeek and seconded by Jordan Genso to approve the proposal dated 09/14/18 for Architectural and Engineering services for the Interior Renovation of the Brighton District Library as presented by Daniels and Zermack Architects. Motion carried.

Planning/Fundraising:

Public relations:

OLD BUSINESS: none

NEW BUSINESS: Library closures were discussed.

Resolution #18-0048: Moved by Arla McPeek and seconded by Jane Petrie to approve the Library closure for Sunday, December 23 and Sunday, December 30, 2018. These dates coincide with the designated Library Holiday. Motion carried.

STRATEGIC PLANNING/TASK FORCE:

BOARD COMMENTS: Jim commented how nice it is to work on this Board. Kathryn seconded Jim's compliment. The Board touched base on the Interior Design of the Library. Any concerns or opinions please email Arla.

ADJOURNMENT: This meeting adjourned at 8:39 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, October 2, 2018

Next Board Meeting: Tuesday, October 16, 2018