

Brighton District Library
Board of Trustees Meeting Minutes
October 16, 2018

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

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

Absent: Director Cindy Mack and Rich Perlberg

Staff: Ed Rutkowski, Assistant Director, Sarah Neidert, Head of Collections and Public Relations and Margaret Vergith, Media Relations Coordinator.

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

APPROVAL OF THE MINUTES: Moved by Arla McPeek and seconded by Jane Petrie to approve the September 18, 2018-Board Meeting minutes. Motion carried.

Moved by Arla McPeek and seconded by Jane Petrie to approve the October 2, 2018-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Sarah Neidert, Head of Collections and Public Relations Supervisor and Margaret Vergith, Media Relations Coordinator, discussed with the Board how we promote the library's events to the community. We promote through print, online, radio and advertising. The Emerging Stories committee meets weekly to discuss public relations and how to target different places to advertise our events. Sarah informed the Board that she will be doing the State Aid report this year. She also discussed with the Board her Statistical Report and that it will get more informative as we continue collecting these numbers. The Board thanked Sarah and Margaret for coming and for the great job they do.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: In Director Mack absence Assistant Director Ed Rutkowski discussed the following:

- Strategic Planning: Craig Lesley, Certified Mentor, SCORE, will help facilitate with this process at no cost to the Library. The Board packets included the Executive Plan proposal and the proposed agenda for the Kick-off meeting.
- The Management Team met with the architects from Daniels and Zermack on Monday. Design plans were discussed.
- Ed handed out United Way donor forms and brochures.
- An Eagle Scout and his father approached the Library and asked if there was project that he can do for the Library. It was suggested benches for the north side of the library if he's interested.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0051: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$143,544.82 dated 10/16/18. Motion carried.

Resolution #18-0052: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 09/20/18 in the amount of \$40,188.18 and 10/04/18 in the amount of \$41,854.88. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public Relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: Any Board members who wish to be on the Strategic Planning Committee should let Patrick know. The next meeting for the Fundraising Committee will be November 7, 2018.

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:07 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, November 6, 2018

Next Board Meeting: Tuesday, November 27, 2018