

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

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

ADMINISTRATION OF OATH OF OFFICE: Honorable Michael P. Hatty sworn in newly re-elected Board members Kathryn Poppy, Jim Muzzin and Jane Petrie.

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

Absent: Jordan Genso and Assistant Director Ed Rutkowski.

Staff: Director Cindy Mack.

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

APPROVAL OF THE MINUTES: Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the November 27, 2018-Board Meeting minutes. Motion carried.

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

PUBLIC COMMENTS: none

STAFF COMMENTS: Cindy, on behalf of Ed Rutkowski, discussed some issues the new system CARL is having. TLN assures us that it will be corrected. Ed will attend January 21, 2019 Board meeting to give updates and overlay of the new system.

PRESIDENT'S REPORT: President McDonald will have the new committee assignments in the next couple of weeks. If there are any changes, please let him know.

DIRECTOR'S REPORT:

- Cindy informed the Board that she is expecting a baby in July. She assured the Board that she is committed to her job and will be there through the renovations and the budget process. The Board thought this was wonderful news and congratulated her and her family.
- Holiday closures for 2019 were presented in the Director's report. Included closure for next year is the day after Thanksgiving Friday, November 29, 2019.
- The Annual Appeal was sent out.
- The Greater Brighton Area Chamber of Commerce Annual Membership Meeting & After Hours has been moved from January 17 to February 7, 2019. Please let Cindy know if you would like to attend.
- A Board discussed the strategic planning session scheduled for January 21, 2019 at 5:30 p.m. The Board also discussed rescheduling the regular Board meeting from January 22 to January 21. This is to conduct Library business all in one night.

Resolution #18-0062: Moved by Jim Muzzin and seconded by Arla McPeck to reschedule the regular Board meeting from January 22 to January 21. Motion carried.

- Cindy brought forward the draft annual report that includes a link to a survey as part of the Library's strategic planning process.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #18-0060: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$30,371.27 dated 12/18/18. Motion carried.

Resolution #16-0061: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 11/29/18 in the amount of \$40,308.85 and 12/13/18 in the amount of \$40,973.10. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: The next fundraising meeting will be on January 9, 2019.

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:15 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, January 8, 2019

Next Board Meeting: Tuesday, January 22, 2019 ****Rescheduled to Monday, January 21****