

Brighton District Library
Board of Trustees Meeting Minutes
February 19, 2019

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

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

Absent: none

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

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

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the January 21, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Jane Petrie to approve the February 5, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Ed Rutkowski discussed CARL, the new shared system. It's been nine months since the migration and everything is going well. This system is easier to manage client software, and moving to a web-based interface makes many procedures easier and it has more of a responsive development process. The only issues were email problems, which have been resolved. Implementing continues for downloading electronic material in the system. Our circulation of downloadable collection increased by 10% last year.

The library's network will increase to 100Mbs of internet bandwidth this year. Window 7 support will cease in 2020. We will be upgrading to Window 10 by the end of the year. The Library's server will be replaced, estimated cost \$2,000. The copier lease is up and the Library will be looking for a new contract. Ed discussed the increase of cabling with the renovations. Ed is also looking into self-checkout machines.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT:

- Cindy asked the Board if there were any questions from the Directors Report.
- A copy of the Spring Newsletter was handed out to the Board.
- The Library received the Audit Financial report. Kudos to Kristine, our Accountant, for a job well done. The Auditors will be attending the March 19 Board Meeting to go over the audit.
- Cindy discussed the annual appeal numbers.
- The revenue tax checks continue to come in.
- The Friends of Michigan Library will be hosting a workshop on April 5 in Novi. Please let Cindy or Sue know if you would like to attend.

- There was a slight decrease in our health insurance costs.
- The Board discussed the Friends generous funding for the Library's 2019 programming. Patrick would like a Thank you letter sent to the Friends from the Board.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0012: Moved by Jim Muzzin and seconded by Arla McPeck to approve the claims docket in the amount of \$235,073.05 dated 2/19/19. Motion carried.

Resolution #19-0013: Moved by Jim Muzzin and seconded by Jane Petrie to approve the payment of payroll checks dated 01/24/19 in the amount of \$42,527.29 and 02/07/19 in the amount of \$42,643.31. Motion carried.

Policy/Personnel: The committee will likely be meeting in March to review potential policy changes.

Building/Technology: Arla informed the Board that we are accepting contractor's bids by March 1 and will discuss further at the March 5 Committee meeting.

Planning/Fundraising: Several people expressed interest in participating on the Fundraising Committee. Rich discussed the topics and goals of the Fundraising Committee.

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: The next Strategic Planning Committee meeting is scheduled for Tuesday, February 26. The Board discussed the positive feedback from the survey. We had over 1500 responses.

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:09 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, March 5, 2019

Next Board Meeting: Tuesday, March 19, 2019