

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

**CALLED TO ORDER:** The meeting was called to order at 7:31 by President Patrick McDonald.

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

Absent: Rich Perlberg

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

Public: Steve Kirinovic

**APPROVAL OF THE AGENDA:** Amended by Cindy Mack to add the mechanical bid proposals as an item under the Building/Technology committee report. Moved by Arla McPeek and seconded by Jim Muzzin to approve the agenda as amended. Motion carried.

**APPROVAL OF THE MINUTES:** Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the February 19, 2019-Board Meeting minutes. Motion carried.

Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the March 5, 2019-Committee Meeting minutes. Motion carried.

**PUBLIC COMMENTS:** Steve Kirinovic from Maner Costerisan presented the financial audit report to the board. The audit showed a “clean, unmodified opinion”.

Resolution #19-0018: Moved by Jim Muzzin and seconded by Arla McPeek to accept the Maner Costerisan fiscal year 2017-2018 audit, with special acknowledgement for Kristine’s performance.

**STAFF COMMENTS:** none

**PRESIDENT’S REPORT:** none

**DIRECTOR’S REPORT:**

- Cindy asked the Board if there were any questions from the Directors Report.
- Cindy informed the Board that Ed Rutkowski will lead the committee meeting on April 2.

**COMMITTEE REPORTS:**

Budget/Finance:

Resolution #19-0016: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$127,394.97 dated 03/19/19. Motion carried.

Resolution #19-0017: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 02/21/19 in the amount of \$42,299.31 and 03/07/19 in the amount of \$42,092.61. Motion carried.

Resolution #19-0019: Moved by Jim Muzzin and seconded by Kathryn Poppy to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,729 and retain those dollars in the BDL Endowment Fund. Motion carried.

Building/Technology: Cindy presented the three mechanical bid proposals, recommending the bid from Covenant Environmental.

Resolution #19-0022: Moved by Arla McPeck and seconded by Jane Petrie to approve the mechanical proposal from Covenant Environmental. Cost not to exceed \$274,250 plus 5% for contingencies. This will come out of Capital Expense. Motion carried.

Planning/Fundraising: none

Public relations: none

Policy/Personnel: The committee met to review two policy changes required as a result of changes in law.

Resolution #19-0021: Moved by Jane Petrie and seconded by Jordan Genso to approve the revised FOIA procedures and guidelines, written public summary and detailed itemization assigned as Policy #411. Motion carried.

Resolution #19-0020: Moved by Jordan Genso and seconded by Arla McPeck to approve the revision to Policy #202-Time Away from Work, effective March 31, 2019. Motion carried.

**OLD BUSINESS:** Fundraising event will kick off on April 10.

**NEW BUSINESS:** none

**BOARD COMMENTS:** Jim Muzzin mentioned that the grand opening of “The Amp” will be on May 4. Patrick McDonald provided a program suggestion from another library, and so BDL will be replicating the program in June.

**ADJOURNMENT:** This meeting adjourned at 8:25 p.m.

Respectfully submitted,

Jordan Genso, Board Secretary  
Brighton District Library

**NEXT MEETING:**

Next Committee Meeting: Tuesday, April 2, 2019

Next Board Meeting: Tuesday, April 16, 2019