

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**January 18, 2022**

**CALL TO ORDER:** President James Muzzin called the meeting to order at 7:30 p.m.

**ATTENDANCE:** Jordan Genso, Patrick McDonald, Arla McPeek, Jim Muzzin, Jane Petrie, Kathryn Poppy  
Absent: Caitlyn Perry Dial  
Staff: Director Cindy Mack, Ed Rutkowski, Diana Pierce, Diana Dart  
Public: None

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Arla McPeek to approve the agenda. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

**APPROVAL OF MINUTES:** Moved by Jordan Genso and seconded by Jane Petrie to approve the Board meeting minutes from December 21, 2021 and January 4, 2022. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

**STAFF COMMENTS:** Head of Circulation, Diana Pierce, complimented the Board on their decision to institute fine-free library service. With the help of TLN and the Head of Technical Services, Tina Fleischmann, the system is fully operational and is proving to be very popular with the staff and with the patrons. Typically, the patrons most affected are those on fixed incomes and children. They are also the vulnerable populations that often depend on others for transportation to the Library and assistance at the Library. Along with one-on-one explanations between the Library staff and the patron, a fine-free Q&A handout is available to further explain the new policy.

Pierce thanked the Trustees for the recent raise in hourly wages and stated that the goal of cross training all Circulation, Loan and Shelver II personnel is complete. This has resulted in the ability to assign workers to the areas where they are most needed on a daily basis. (Last week five employees from these departments were out sick. CM) Mary Kay Vidito is retiring from the Loan Department after 26 years with the Library. "People stay around because they feel appreciated," said Pierce. She added her gratitude for the decisions that the Board and the Library Director have made to protect the staff during the pandemic. The Circulation staff will continue to do whatever it takes to keep the Library viable in the community. "It is nice to know that we have your support," said Pierce.

**PRESIDENT'S REPORT:** President, Jim Muzzin, read the 2022 Board of Trustees committee appointments to the into the record: Budget/Finance: Chairperson: Kathryn Poppy, Members: Jordan Genso, Jim Muzzin; Planning/Fundraising: Chairperson: Patrick McDonald, Members: Caitlyn Perry Dial, Arla McPeek; Building/Technology: Chairperson: Jordan Genso, Members: Arla McPeek, Kathryn Poppy; Policy/Personnel: Chairperson: Jane Petrie, Members: Patrick McDonald, Jim Muzzin; Public Relations: Chairperson: Caitlyn Perry Dial, Members: Kathryn Poppy, Jordan Genso.

**DIRECTOR'S REPORT:** Library Director, Cindy Mack, reported that the Annual Appeal has raised \$19,085.00 to date. This is the highest amount raised during the Appeal which officially ends on January 31, 2022.

The audit starts on January 20, 2022. Library Accountant, Kristine Kerttu, has already begun sending requested materials and no concerns are expected from the outcome. Mack arranged for the update of the Huntington Bank authorization signatures following the election of the 2022 slate of officers. Mack also discussed FDIC protection and possible diversification of our accounts to address the Library's financial needs. She will meet with the Budget/Finance Committee to review the Library's investment strategy as soon as the 2021 audit is complete.

Two quotes have been procured to design a new Library website. Head of Public Relations, Sarah Neidert, and Mack will confer with the providers and consider the bids with the goal of bringing a recommendation to the Board in February.

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0006:** Moved by Kathryn Poppy and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated January 18, 2022 in the amount of \$38,984.78. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

**RESOLUTION 22-0007:** Moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated December 23, 2021 in the amount of \$46,143.72 and payroll checks dated January 6, 2022 in the amount of \$44,736.87. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

**OLD BUSINESS:** None

**NEW BUSINESS:** The Building/Technology Committee led by Chairperson Jordan Genso, met with the Library Director prior to the regular Board meeting tonight. Genso reported that we have funds set aside for improvements to the facility and surrounds. He listed the priority projects for 2022: 1) Replacing the window blinds throughout the building; 2) Repurpose and/or replace some of the existing chairs; 3) Construct the exterior book drop area and add landscaping to the front of the building. Recommendations from the Committee resulted in the following resolutions:

**RESOLUTION 22-0008:** Moved by Jordan Genso and seconded by Arla McPeek to accept the quote from The Sheer Shop for the blind replacement project. Cost not to exceed \$20,000.00 with funding coming from the Capital Fund Expense Account.

Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

**RESOLUTION 22-0009:** Moved by Jordan Genso and seconded by Jane Petrie to accept the quote from Library Design Associates to purchase twenty-nine (29) SitOnIt chairs. Cost not to exceed \$13,000.00 with funding coming from the Capital Fund Expense Account. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

Mack will be sending out RFPs (Request for Proposal) for an assortment of exterior projects to include repairing or replacing pavers, edging, retaining walls, concrete, lighting and to construct the exterior book drop and driving lane. A landscape design plan for the front entrance to the building plus plant materials and installation is also incorporated in the list. Mack will strive to work with one company to complete all of the projects although this is not mandatory.

Patrick McDonald requested that the old signage on the bollard lights by the sidewalks be replaced. They will be ordered and installed ASAP.

**BOARD COMMENTS:** Muzzin thanked the out-going slate of officers for their dedication and hard work.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 8:29 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Board Committee Meeting - Tuesday, February 1, 2022  
Board Meeting - Tuesday, February 15, 2022