

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
April 19, 2022

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

ATTENDANCE: Jordan Genso, Arla McPeek, Patrick McDonald, Jim Muzzin, Caitlyn Perry Dial, Jane Petrie, Kathryn Poppy

Absent: None

Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Jane Petrie and seconded by Kathryn Poppy to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Kathryn Poppy and seconded by Patrick McDonald to approve the Board meeting minutes from March 15, 2022 and April 5, 2022. Motion Carried.

STAFF COMMENTS: See NEW BUSINESS.

DIRECTOR'S REPORT: The Library is "in a good place, financially," reported Director Cindy Mack. At this point in FY 2021-2022, 18% of the budget has been spent. It is anticipated that a slight reduction in Penal Fine revenue and a slight increase in State Aid revenue will not result in amendments to the budget.

Due to a heightened interest in banning books from library shelves, a clarification in the Library's Request for Reconsideration form has been referred for a legal opinion from our attorney. Cindy Mack has recommended that the form include a clause requiring that the applicant be an individual (not an organization) and that they reside in our Library District. The legal opinion is forthcoming.

The Building/Technology Committee met before the regular Board meeting and will have much to share during the Committee Reports portion of the Agenda.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0024: Moved by Chairperson Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 19, 2022 in the amount of \$182,286.78. Motion Carried.

RESOLUTION 22-0025: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated March 17, 2022 in the amount of \$45,053.12, payroll checks dated March 31, 2022 in the amount of \$45,533.31 and payroll checks dated April 14, 2022 in the amount of \$46,644.64. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported on the second of three meetings with Michigan Landscape Design to discuss their concept for four major areas of improvement to the Library grounds: 1) Front entrance pavers and landscaping; 2) Walkway from the north side of the building to the back of the building; 3) Repair/Replace elevated garden beds in Millie's Garden; 4) Patio/Pavilion addition to the area outside of the Teen space. Jordan Genso is pleased with the work accomplished thus far and assured the Board that a plan would be finalized in the coming weeks. President Jim Muzzin thanked the Committee for their extensive work on the project.

NEW BUSINESS: Ed Rutkowski and Jennifer Osborne offered their findings on research into the replacement of the aging audio/visual equipment in the A/B Meeting Room and sound masking equipment in the "Quiet Wing" of the Library. Copies of the bids from three companies are included in the April Board Packet. The two finalists, The AV PRO

and Midwest Visual Works, were compared and contrasted for the Board. After the presentation, Caitlyn Perry Dial inquired about the inclusion of a warranty. Ed will follow-up.

RESOLUTION 22-0026: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to accept the quote from The AV PRO for AV equipment and sound masking. Cost not to exceed \$15,000.00 with funding coming from the Capital Expense Fund. Motion Carried.

Cindy Mack referred the Trustees to the Boiler Replacement Project Memo included in the April Board packet and recounted the repair history of the HVAC system in the past few weeks/days. The Library is now functioning with only one boiler. Given the age (24+ years) of the HVAC system, it is time to replace both boilers. The Board has anticipated this expense and has reserved monies in the Capital Expense Fund to cover the cost. Following careful consideration and in the interest of time, the Director is recommending that the bidding process be waived and the project awarded to Goyette Mechanical, our current mechanical service contractors. A quote from Goyette Mechanical for this project is included in the April Board packet.

RESOLUTION 22-0027: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to waive the bidding process and accept the quote from Goyette Mechanical to replace the Library's boilers. Cost not to exceed \$160,000.00 with funding coming from the Capital Expense Fund. Motion Carried.

BOARD COMMENTS: Patrick McDonald complimented Jim Muzzin on a good meeting. Jordan Genso has been reading about "Human Libraries" and shared the concept with the Board. Cindy Mack announced that the new front entrance doors will arrive on May 2. The installation will take two days during which time patrons will be directed to the Youth Services doors on the south side of the building.

ADJOURNMENT: Moved by Kathryn Poppy and seconded by Jordan Genso to adjourn the meeting at 8:43p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, May 3, 2022

Board Meeting – 7:30PM, Tuesday, May 17, 2022