

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
May 24, 2022

CALL TO ORDER: President James Muzzin called the meeting to order at 5:06 p.m.

ATTENDANCE: Jordan Genso, Arla McPeek, Patrick McDonald, Jim Muzzin, Caitlyn Perry Dial

Absent: Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to approve the Board meeting minutes from April 19, 2022 and May 3, 2022. Motion Carried.

DIRECTOR'S REPORT: The Library's new website design by WalkOne Tech is nearing completion. Director Cindy Mack reported that she is very satisfied with the work, having delivered all that they promised during the bidding process. The new website will be introduced to the public following the conclusion of the Summer Reading Challenge.

Appearing at the Brighton Farmers Market every other Saturday during the season has been a public relations success. The one-on-one connection to patrons and community members has been useful in growing our patron base and highlighting our programs and services. This season, the Library is offering a fast and efficient way to obtain a Brighton District Library card electronically. A handout explaining the process, including a Library card, is available at our vendor booth.

After conferring with the Library's attorney, the Library's *Request for Consideration of Library Materials* form has been updated to include a the request for reconsideration of library programs.

The Fundraising Committee met and set the date for the Library's Donor Appreciation event, Relax in the Stacks. If the weather cooperates, the indoor-outdoor, invitation-only gathering featuring hors d'oeuvres, drinks and music will be held on Friday, August 19 from 5:30-7:30 p.m. at the Library. Details will follow.

The Budget Committee met recently to discuss the FY2022-2023 budget and the Library's investments. A decision was made to split and/or move specific accounts to take further advantage of the FDIC protections. The Committee will continue meeting to further address investment strategies and any concerns of the Library Board.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0031: Moved by Arla McPeek and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated May 24, 2022 in the amount of \$95,961.18. Motion Carried.

RESOLUTION 22-003: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated April 28, 2022 in the amount of \$45,028.95 and payroll checks dated May 12, 2022 in the amount of \$44,801.08. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that the Committee met virtually and will have a recommendation to the Board regarding the landscaping and outdoor design projects during the Old Business portion of the Agenda.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald reiterated that the Committee met virtually to select the date (Friday, August 19, 2022) for the Relax in the Stacks event and begin the detailed planning of the festivities.

OLD BUSINESS: Cindy Mack explained that after sending out five Requests for Bids, two bids were received for the Landscaping and Outdoor Design Project. Director Mack compared and contrasted the bids from Michigan Landscape Professionals (MLP) and Precision Pavers, both with whom we have experience and have good working relationships. Jordan Genso conveyed the Committee's recommendation that the five major projects in the bid be split into two ventures with two timelines. The first being the Entry Plaza (including oversight of the drive-thru Book Drop) and the Learning Journey both scheduled for completion in the fall of 2022. The Committee is also proposing that this parcel be awarded to MLP.

The Committee also recommends that new Requests for Bids be sent in the fall for work on the second phase that will encompass the new Event Patio and the renovation of Millie's Garden with a completion date of spring 2023. This strategy will allow time for additional contractors to prepare bids and for more accurate cost projections, given the volatile financial environment. President Muzzin stated that he was comfortable with the two-phased approach to the projects and with the re-bidding process in the fall. He thanked the Committee for their dedication and hard work.

RESOLUTION 22-0033: Moved by Chairperson Jordan Genso and seconded by Arla McPeck to approve the phased approach to the projects and to accept the quote from Michigan Landscape Professionals for landscaping and outdoor projects. Cost not to exceed \$193,858.00 with funding coming from the Capital Expense Fund.

BOARD COMMENTS: Jordan Genso complimented the Library's Summer Reading Challenge Newsletter that was sent to all households within the Library District. Genso praised the selection of programming options for his daughters and had already preset his calendar for the registration and event dates. Following the distribution of the brochure, Jim Muzzin has been amused at the number of people that have commented on his rise from Mayor (City of Brighton) to President (the Library Board). Thanks all around to Jim Muzzin for providing the dinner before tonight's meeting.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Arla McPeck to adjourn the meeting at 5:53p.m.
Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, June 7, 2022

Board Meeting – 7:30PM, Tuesday, June 21, 2022