

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**February 15, 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, Caitlyn Perry Dial, Jane Petrie, Kathryn Poppy  
Absent: None  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart  
Public: None

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Jordan Genso to approve the agenda. Motion Carried.

**APPROVAL OF MINUTES:** Moved by Arla McPeek and seconded by Jane Petrie to approve the Board meeting minutes from January 18, 2022 and February 1, 2022. Motion Carried.

**STAFF COMMENTS:** Library Assistant Director and Network Administrator, Ed Rutkowski, informed the Board about the many technology systems he manages, including: 1) Public and staff network servers, where he is currently transitioning the vulnerable one location computer back up system to a system with two independent back up locations; 2) The Library's WIFI, adding more access points to the outside of the building in 2021; 3) Technology software including Google and EnvisionWare and all of their applications; 4) Technology hardware including public and staff PC work stations, laptops, iPads, Chromebooks and the Square station cash register; 5) All public and staff copiers and printers; 6) The Library's telephone system; 7) The security cameras, having just added a back door camera that can be monitored from inside the building, and the fire alarm system; plus, 8) On-call one-to-one technical support for the staff and technical support for the public by appointment.

Cindy Mack thanked Ed Rutkowski for tackling these complicated and demanding duties, another outstanding annual review and evaluation and for serving as the perfect complement to her skill set as the Library Director.

**DIRECTOR'S REPORT:** Cindy Mack directed the Board to the 2022 Annual Appeal Final Report and pointed out that the Library raised a record-breaking \$19,855.00 this year. It surpassed last year's total by over \$5,000.00 and increased the response rate by 6%. Board members briefly discussed the outcomes and strategies for future fundraising.

The Library 2020-2021 audit is complete with no issues to report. Ailie Weaver of Maner Costerisan will present the findings at the March 15, 2022 Board meeting. The Finance Committee will meet to review the Library's finances in detail and devise a plan for expenditures and investments going forward. Caitlyn Perry Dial suggested that the Committee also go over the tax benefits offered for contributions to the Brighton District Library Endowment Fund at the Community Foundation for Southeast Michigan.

We hope to have a date for the delivery and installation of the new front entrance doors by February 16, 2022. Cindy Mack will pass along the information as soon as it is available.

The Friends of the Brighton District Library have tentatively decided not to hold their traditional Spring Sale this year due to COVID-19 concerns. The Friends Bookstore continues to generate funds for the group. Following a nearly two-year hiatus, the Friends will begin accepting donated books every Wednesday from 3-7 p.m. in the Library Atrium starting in March. Friends and Library volunteers will manage this project.

Cindy Mack will be out of the Library from February 17-21, 2022. Ed Rutkowski will be the point-of-contact while she is away.

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0012:** Moved by Chairperson Kathryn Poppy and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated February 15, 2022 in the amount of \$265,082.29. Motion Carried.

**RESOLUTION 22-0013:** Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated January 20, 2022, in the amount of \$45,826.61 and payroll checks dated February 3, 2022 in the amount of \$45,929.78. Motion Carried.

**BUILDING/TECHNOLOGY COMMITTEE:** Chairperson Jordan Genso itemized the following priority projects identified during the Committee's last meeting: 1) Technology to enable the Library to broadcast virtual meetings and programs; 2) White noise generators for quiet spaces; 3) Repair or replace the water softener; and, 4) Furnishings for the Teen Area of the Library.

**PLANNING/FUNDRAISING COMMITTEE:** Chairperson Patrick McDonald congratulated the Board and staff for the outstanding Annual Appeal results.

**PUBLIC RELATIONS:** Chairperson Caitlyn Perry Dial indicated that the Board will receive an update on the Library website redesign at the March 1, 2022 meeting.

**NEW BUSINESS:** Cindy Mack presented the landscaping design bids for the front of the Library and the new patio space next to the Teen Area. She indicated her preference for the Michigan Landscape Design (MLD) proposal due to their effective communication style, their creativity and their comprehensive approach to the project. MLD will be consulting with the Board during the design phase. Following an overview of the bids, the Board unanimously concurred with her recommendation.

**RESOLUTION 22-0014:** Moved by Jordan Genso and seconded by Kathryn Poppy to accept the proposal from Michigan Landscape Design to develop a conceptual landscape design plan. Motion carried.

**BOARD COMMENTS:** Caitlyn Perry Dial complimented Rutkowski on his management of Library technology and described the delight of a friend/patron who utilized a Library mobile hotspot when her internet connection was lost. Jordan Genso announced his support for Caitlyn Perry Dial as a candidate for the Livingston County Board of Commissioners. Jim Muzzin is delighted to see how busy the Library is again. Kathryn Poppy advised the members whose terms expire this year to declare their candidacy before the summer deadline if they wish to seek another term.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Arla McPeck to adjourn the meeting at 8:26 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Board Committee Meeting - Tuesday, March 1, 2022

Board Meeting - Tuesday, March 15, 2022