

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**July 19, 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, Asst. Director Ed Rutkowski, Mark Mullinax, Diana Dart  
Public: None

**APPROVAL OF AGENDA:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

**APPROVAL OF MINUTES:** Moved by Patrick McDonald and seconded by Arla McPeek to approve the Board meeting minutes from June 21, 2022. Motion Carried.

**STAFF COMMENTS:** Genealogy and Local History Librarian Mark Mullinax presented an overview of Livingston County's newspapers beginning in 1843, and of the importance of preserving the chronicled accounts. After providing the Board with anecdotes and details about local newspapers changing owners and editorial philosophies and/or going out of business, Mullinax discussed the Library's current preservation and access goals. While editions of the Brighton Argus from its inception in 1880 through 2000 have already been microfilmed, they need to be digitalized which will allow the information to be accessible from our Library website 24/7 in an easy and fully searchable format. The process is estimated to cost approximately \$24,000.00. Director Mack will be reviewing this request with the Board during the budget discussions next month. President Muzzin complimented Mullinax on a "fantastic" and very interesting report.

**PRESIDENT'S REPORT:** Reminding the Trustees that the annual Director Evaluation will be held at the August 16, 2022 meeting, Muzzin asked Chairperson of the Evaluation Committee, Caitlyn Perry Dial, to discuss the details. Perry Dial requested that individual evaluations be returned to her by the August 2, 2022 meeting of the Board.

**DIRECTOR'S REPORT:** Director Cindy Mack spoke briefly about the upcoming biennial donor relations celebration, Relax in the Stacks, being held at the Library on the evening of Friday, August 19, 2022 and circulated a sign-up sheet for participation among the Board members.

The draft FY2022/2023 budget is progressing without encumbrances and will be presented to the Board at the August 2, 2022 Committee meeting. As discussed previously, the final draft will be brought before the Board for a vote at the September 6, 2022 Committee meeting.

The last Brighton District Library Strategic Plan was completed five years ago and it is now time to consider our next steps. Options include reviewing and updating the current plan or creating a new plan. Mack looks forward to hearing the Board members' thoughts on this.

Amnesty was offered to patrons during the month of June. Although the participation was low the good will and positive media exposure was well worth the effort.

The Library's AC units are now working up to capacity. Additionally, Goyette is currently installing the new boilers. Mack invited the Board to tour the project after the meeting.

## **BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0039:** Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated July 6, 2022 in the amount of \$46,066.36 and on claims docket dated July 19, 2022 in the amount of \$45,688.68. Motion Carried.

**RESOLUTION 22-0040:** Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated June 23, 2022 in the amount of \$47,519.23 and of payroll checks dated July 7, 2022 in the amount of \$48,104.07. Motion Carried.

**PLANNING/FUNDRAISING COMMITTEE:** Chairperson Patrick McDonald gave an overview of the Committee meeting held at 6:30 p.m. this evening. He reported that plans for the Relax in the Stacks event were complete and that the donor recognition event was a perfect opportunity to thank both financial and service contributors.

A Naming Rights Policy has been prepared by the Library's attorney and the Committee spent significant attention to the details of the draft document. Cindy Mack noted the suggestions and will continue to fine tune the policy before it is brought to the Policy and Personnel Committee and the Planning and Fundraising Committee for their recommendations to the full Board.

**BOARD COMMENTS:** Kathryn Poppy commented on the relevance of the historical Rolison Pro Hardware sign on Main Street following the sale of the building and stated her wish that it would find a suitable home. Caitlyn Perry Dial reminded that Board that the individual Director Evaluations could be emailed or hand delivered to her.

In a final note, President Muzzin offered the floor to Assistant Director Ed Rutkowski. Rutkowski announced that the Library had recently received federal grant funding administered through TLN for five new Chromebooks enabling the retirement of the remaining old devices. The extremely popular items have been processed and are now circulating in the collection.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Kathryn Poppy to adjourn the meeting at 8:32p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

## **NEXT MEETINGS:**

Committee Meeting: 7:30 p.m., Tuesday, August 2, 2022

Board Meeting – 7:30PM, Tuesday, August 16, 2022