

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**August 16, 2022**

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

**ATTENDANCE:** Jordan Genso, Arla McPeek, James Muzzin, Caitlyn Perry Dial, Jane Petrie  
Absent: Patrick McDonald, 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 Jane Petrie to approve the Board meeting minutes from July 19, 2022 and from August 2, 2022. Motion Carried.

**PRESIDENT'S REPORT:** President Jim Muzzin noted the upcoming Relax in the Stacks donor appreciation event at the Library on Friday evening. A letter about the event with the Board's Greeter Schedule was included in the Board packets.

**DIRECTOR'S REPORT:** Director Cindy Mack reported that plans for the Relax in the Stacks event are complete. The caterer and musicians are confirmed and the behind-the-scenes preparations are progressing nicely.

The Director met with the Livingston Land Conservancy today to discuss a grant proposal to the Brighton Sunrise Rotary organization. The funding would be used to develop the existing dead-end trail on the Parker Family Preserve, located adjacent to the Library property, into a circular trail with eventual access to the Library grounds. Caitlyn Perry Dial volunteered to serve on a committee to explore the Library's involvement in the venture.

The boiler replacement project has taken longer than anticipated and will run \$629 over budget but it is finally nearing completion. Our software licensing agreement to run both the boilers and the AC units is in the process of being renewed. Additionally, a heating coil needed to be replaced. Both of these items contributed to the additional project costs.

Assistant Director Ed Rutkowski has overseen the addition of localized volume controls over the noise masking system in the Quiet Zone and the Quite Study Rooms in the Library. This project came in under budget.

The 2022 Summer Reading Challenge had 1,171 children, teens and adult participants. Kids and teens recorded 8,191 hours of reading time; adult participants read 578 books and wrote 158 book reviews. Jordan Genso suggested publishing a piece about the home-bound patron who wrote 81 of the reviews. The Board agreed and Cindy Mack will follow-up with the staff. Kudos to Carla Sharp, Kate Wheeler and Jennifer Osborne and their staff for a job well done.

The Library will be closed Sunday, September 4 and Monday September 5, 2022 for the Labor Day Holiday. The staff in-service training will be held on Monday, October 10, 2022 (Columbus Day). The Library will be closed to the public.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0042:** Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated August 16, 2022 in the amount of \$65,726.84. Motion Carried.

**RESOLUTION 22-0043:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated July 21, 2022 in the amount of \$46,237.48 and of payroll checks dated August 4, 2022 in the amount of \$46,039.68. Motion Carried.

**OLD BUSINESS:** Cindy Mack advised the Board of some minor changes to the proposed FY2022-2023 budget to better categorize (under the advisement of the auditors) specific project expenditures. The final draft of the budget will be voted on during the September 6, 2022 Board meeting.

**NEW BUSINESS:** The Director's Evaluation is complete. Arla McPeek and Caitlyn Perry Dial met with Cindy Mack to review the findings and agreed that the overall results were "excellent and very positive." Cindy thanked the Board for their support of her leadership and the for their support of the entire BDL staff. Arla McPeek added, "Cindy does a wonderful job and we would be lost without her." Ed Rutkowski added that, along with Cindy, the entire staff is grateful for the support of the Board.

**RESOLUTION 22-0044:** Moved by Caitlyn Perry Dial and seconded by Arla McPeek to increase Cindy Mack's salary by \$2.00 per hour in accordance with the other staff members' increases as proposed in the FY2022-2023 budget.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jane Petrie to adjourn the meeting at 8:11 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting: 7:30 p.m., Tuesday, September 6, 2022

Board Meeting – 7:30PM, Tuesday, September 20, 2022