

## Brighton District Library Committee Meeting Minutes

September 6, 2022

*Called to order at 7:30pm by President Jim Muzzin.*

**Present:** Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy, Patrick McDonald, and Jane Petrie (joined at 7:40pm).

**Staff:** Cindy Mack, Ed Rutkowski

**Public:** Daniel Huth (City of Brighton) introduced himself as a candidate on the November ballot for the library's Board of Trustees. Susan Backhaus (City of Brighton) asked if the board members would introduce themselves. Board members and staff introduced themselves.

### Public Hearing on the Adoption of the 2022-2023 Budget

- Motion to close the board meeting by Jordan Genso, seconded by Patrick McDonald. Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes. Motion passed.
- Director Cindy Mack presented the library's 2022-2023 budget as drafted.
- Public comment
  - Susan Backhaus questioned if board members receive a stipend. She also asked why the library was not pursuing grants. Director Cindy Mack provided a response in the affirmative that board members do receive a stipend according to state law. The library also pursues grants as they come available, but the corresponding budget line is kept at \$1,000 so as not to have the library's budget rely on unstable funds.
  - Another member of the public questioned what was included in payroll tax. Director Mack responded that all regular Federal and state taxes are withheld from part time and full-time staff members.
- Motion to close the public hearing and reopen the board meeting by Patrick McDonald, seconded by Arla McPeek.  
Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, yes. Motion passed.

**Staff comments:** None

**President's Report:** President Muzzin thanked the board for attending the Relax in the Stacks event on August 19. The event was well organized and there was a great turnout. He thanked the staff for their hard work putting on the event.

**Director's Report:** The library's staff is working on wrapping up the summer reading challenge and preparing to start the fall outdoor construction.

### Committee Reports

Budget & Finance - Kathryn Poppy

**Resolution 22-0045:** moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket in the amount of \$64,947, dated September 6, 2022. Motion passed unanimously by voice vote.

**Resolution 22-0046:** moved by Kathryn Poppy, seconded by Caitlyn Perry Dial to approve the Charter Millage Levy for 2022-2023 at 0.6375 mills and the Voted Millage Levy for 2022-2023 at 0.2096 mills. Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, yes. Motion passed.

**Resolution 22-0047:** moved by Jordan Genso, seconded by Kathryn Poppy to approve the 2022-2023 General Fund Summary Budget and the Capital Fund Budget both dated September 6, 2022.

- Discussion after motion
  - Kathryn Poppy noted that budget discussions happen throughout the year and the board is thankful for Cindy's leadership in managing a very healthy budget.
  - Jim Muzzin noted for the public that the board discusses the budget all year and the library is audited annually. The library has received a clean audit for several years.
  - Patrick McDonald asked if there is a plan to have more staff dedicated to applying for grants. He suggested having Director Mack reach out to the University of Michigan for assistance in applying for grants. He asked if Director Mack would investigate and please report back to the board about that possibility.
  - Kathryn Poppy noted that because of our region's low social vulnerability index, Brighton District Library is likely not a competitor for needs-based grants.
  - Caitlyn Perry Dial noted that while grants are very useful and we should be seeking out these opportunities, we should be cognizant that they are time intensive and she would rather not see staff/taxpayer time used to pursue grants that are not going to be fruitful for the library.
- Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, no. Motion passed.

**Building/Technology:** Jordan Genso reported that the committee met before tonight's meeting to discuss the Naming Rights Policy produced by the Fundraising Committee. They also discussed the outdoor construction which is slated to begin later this month.

**Planning/Fundraising:** Patrick McDonald reported that the Relax in the Stacks event was very successful. It was good to see so many folks attend.

**PR Committee:** No report

**Policy/Personnel:** No report

**New Business** - None

**Old Business** - None

**Board Comments:** Kathryn Poppy reported that she enjoyed the Relax in Stacks event. It was well organized and she enjoyed the night. Caitlyn Dial seconded her remarks. No other comments.

*Motion to adjourn by Patrick McDonald seconded by Jane Petrie. Adjourned at 8:10pm.*

Respectfully submitted by Caitlyn Perry Dial, Secretary.