

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 20, 2022

CALL TO ORDER: President James Muzzin called the meeting to order at 7:40 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, James Muzzin, Caitlyn Perry Dial

Absent: Jordan Genso, Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Carla Sharp, Natalie Haggard, 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 Patrick McDonald to approve the Board meeting minutes from August 16, 2022 and from September 6, 2022. Motion Carried.

STAFF COMMENTS: Head of Youth Services Carla Sharp and Youth Services Librarian Natalie Haggard showcased the Library's STEAM (Science, Technology, Engineering, Art and Math) activity materials and programming. Carla explained the significance of the STEAM movement: to foster curiosity, creativity, problem solving and innovation in children. Valerie Haggard is the curator of the STEAM Collection of materials at the Library and hosts programming for children 5 – 12 years of age. Natalie exhibited in-house games and manipulatives used to design and build objects, perform base-ten math and measurements, and robots that teach rudimentary coding skills. One of several in-house STEAM kit's contents were examined and STEAM-TO-GO Bags were on display.

President Muzzin thanked the Youth Services representatives for their report and commented on the importance of having the STEAM Collection in the Library. Upon learning from Caitlyn Perry Dial that the Brighton Area Schools have received a federal grant and are updating their STEAM materials and displays, President Muzzin suggested that the Library connect with the schools to see if anything being discarded could be of use at Brighton District Library.

DIRECTOR'S REPORT: Director Cindy Mack started her report by announcing that the Library is on track to finish the end of the fiscal year in a strong financial position. Presenting the Library's Statement of Revenues and Expenditures for August 2022, the Director noted that with nearly 100% of revenues collected and most expenditures remaining under budget, it is anticipated that the Library will be able to deposit another large sum into the fund balance this year.

After much anticipation, the exterior landscaping projects are scheduled to begin on September 30, 2022. The front entrance will need to be closed for a two-to-three-day period during which time the Youth Services entry door will be utilized. The date for the closure will be announced well in advance.

The Library will be closed on Monday, October 10, 2022 for our annual In-Service Training for staff members. The topic of the day will be Stress Management. Other group-specific meetings and activities will fill the day's agenda.

The Library's new website is scheduled to "go-live" on Monday, October 3, 2022. A website downtime will be necessary on the weekend prior to the launch date to enable the installation. A BDL temporary webpage will continue to provide links to our most popular resources and services during this time.

Director Mack informed the Board of her inquiries into grant seeking and grant writing assistance. The University of Michigan was able to direct her to available grant writing training resources. A query to the Grants Coordinator at the Library of Michigan yielded a scheduled meeting to discuss potential opportunities and the overall success of grant writing in public libraries. Cindy Mack also anticipates a meeting with Ann Arbor SPARK in the future.

Caitlyn Perry Dial joined Cindy Mack in clarifying that the Library of Michigan has grants available to libraries meeting criteria that include specific community traits that the libraries in Livingston County do not typically meet. In addition, the Gates Foundation Grants generally target underfunded rural and/or urban libraries. More research will be done. Progress reports to the Board on this issue will follow.

The Director is continuing her participation on the Livingston County United Way Community Investments Council this year. In addition, she serves on the Michigan Library Association's Advocacy and Legislative Committee, the Michigan Library Association's 2023 Conference Committee and has been appointed to the Public Library Association's Annual Conference 2023 Program Subcommittee. Cindy Mack reported that the work is gratifying and she enjoys the interaction with her colleagues.

The Livingston Library Trustees and Directors Meeting will be held on Wednesday, November 9 at the Pickney Community Public Library. The evening begins at 6 p.m. with dinner and networking. The program topic is the intersection of the First Amendment and public libraries and with library trustees' responsibilities. Additional details will be available in the coming weeks.

The Friends of the Library will hold their Fall Used Book Sale from Tuesday October 26th through Sunday October 30.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0048: Moved by Jim Muzzin and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated September 20, 2022 in the amount of \$\$31,426.86. Motion Carried.

RESOLUTION 22-0049: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated September 1, 2022 in the amount of \$45,283.68 and of payroll checks dated September 15, 2022 in the amount of \$44,600.75. Motion Carried

PLANNING & FUNDRAISING: Caitlyn Perry Dial shared the outcome of the Committee meeting held earlier today. Members reviewed the proposed Naming Rights Policy and discussed the upcoming Annual Appeal. If the Naming Rights Policy is approved, the Committee plans to incorporate it into the Annual Appeal "pitch." A graphic about the naming opportunities and a first draft of the Annual Appeal pitch letter was discussed with the Board. Caitlyn Perry Dial's professional opinion was sought and heeded. Committee Chairperson Patrick McDonald thanked her for the report.

NEW BUSINESS: Copies of the revised Naming Rights Policy #316 prepared by the Library's Director and the Library's attorney were supplied to the Trustees in their Board packets. Cindy Mack stated that the revised policy has received the approval of the three appropriate committees and is now being presented to the Board for a vote.

RESOLUTION 22-0050: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve revisions to the Naming Rights Policy #316 as presented. Motion Carried.

A memo was provided in the Board packet outlining a funding request for miscellaneous equipment and furnishings from Director Cindy Mack. Given that the Library is in a very healthy financial position, it is thought that this is the right time to purchase these items. The estimated cost including handling and shipping is \$18,000.00. President Muzzin praised Cindy Mack for her "openness and transparency" regarding the request.

RESOLUTION 22-0051: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the purchase of approximately \$18,000.00 in miscellaneous building expenses. Budget to be amended at year-end. Motion Carried.

BOARD COMMENTS: Board Secretary Caitlyn Perry Dial wished everyone “Happy Banned Books Week.”

ADJOURNMENT: Moved by James Muzzin and seconded by Patrick McDonald to adjourn the meeting at 8:37 p.m.
Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, October 4, 2022

Board Meeting – 7:30 p.m., Tuesday, October 18, 2022

*November Board Meeting moved to 7:30 p.m., Tuesday, November 22, 2022.