

**BRIGHTON DISTRICT LIBRARY  
BOARD MEETING MINUTES  
October 18, 2022**

**CALL TO ORDER:** President James Muzzin called the meeting to order at 7:32 p.m.

**ATTENDANCE:** Jordan Genso, Arla McPeek, James Muzzin, Caitlyn Perry Dial, Kathryn Poppy  
Absent: Patrick McDonald, Jane Petrie  
Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Sarah Neidert, Diana Dart  
Public: None

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

**APPROVAL OF MINUTES:** Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from September 20, 2022 and from October 4, 2022. Motion Carried.

**STAFF COMMENTS:** President Muzzin welcomed Sarah Neidert, Head of Collections and Public Relations, to the meeting and congratulated her being selected to serve as the new Director of the Cromaine Library in Hartland, Michigan. Sarah Neidert has served in many capacities during her 12.5 years of service at the Library.

Sarah Neidert opened her remarks by thanking Director Cindy Mack and Assistant Director Ed Rutkowski for their encouragement and support during the application and interview process. Director Mack acknowledged her immense contribution and stressed that professional development/advancement should always be encouraged. Members of the Board added their praise for a job well done and their pride at putting forth such a talented candidate. "Libraries are the heart of a community; it's been fun to share the good stories of this one," Neidert said.

**DIRECTOR'S REPORT:** Cindy Mack reported that she is pleased with the new website design although the site is experiencing significant lagging issues. The problem has been defined as a hosting issue. Ed Rutkowski is working with the website designer to find a solution that may include moving to a dedicated, individual server.

The fireplace is not working. It is thought that the installation of the new boilers affected the gas line supplying fuel to the fireplace. An appointment to address the matter is set for Monday, October 24.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0053:** Moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated October 18, 2022 in the amount of \$52,202.85. Motion Carried.

**RESOLUTION 22-0054:** Moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated September 29, 2022 in the amount of \$46,408.34 and of payroll checks dated October 13, 2022 in the amount of \$45,235.76. Motion Carried

**RESOLUTION 22-0055:** Moved by Jordan Genso and seconded by Kathryn Poppy to amend the budget approved in Resolution 21-0052 from \$21,000.00 to \$23,500.00 to adjust for the increased costs associated with the installation of the new automated doors. Motion carried.

**PUBLIC RELATIONS:** The Committee met before the Board meeting to discuss their plans for the next several months. Chairperson Caitlyn Perry Dial reported that several marketing ideas were put forth including strategies for expanding the number of the Library's card holders. Jordan Genso and Cindy Mack will meet in the coming months to explore his unique marketing concept. The consensus of the Committee is to stay the course and delay any new marketing campaigns until the staff adjusts to the changes in general staffing and in the administrative team.

**OLD BUSINESS:** Director Mack explained that the original installation of the blower at the front entrance to the Library was flawed. Additional work was needed to correct the problems, resulting in the additional expense.

There is contingency funding available in the outdoor landscaping project to cover the cost of the cement work needed to construct the circle drive book drop area. We are anxious to make this available to the public before the winter weather.

Assembly of the new pavers, planters and the Learning Walkway has begun. The Director praised the workmanship and materials provided thus far by Michigan Landscape Professionals. She will be seeking cost updates from the proposals that have been received for the exterior garden projects scheduled for spring 2023.

Cindy Mack is recommending that the Library purchase three new work stations and additional storage cabinets from KI and/or Library Design Associates and will be seeking quotes from these companies. KI is the provider of the work stations already in place. Cindy Mack is working with staff to create a tentative plan for the areas in need of upgrading. Funding for the project would come from the General Operating Budget.

**NEW BUSINESS:** Board President Muzzin asked the Trustees to consider supporting a proposal to adopt a Public Comment Policy that would assure clarity and order during Board meetings. Although the Library welcomes and encourages comments from members of the public, a policy is being recommended to clarify the expectations of the Board and of the members of the public wishing to address the Board. Trustee Arla McPeek agreed, stating that a policy would "set the tone." Cindy Mack has consulted with the Library's attorney and a suggested text for the policy was included in the Board packet. If agreed upon, Jim Muzzin suggested that copies of the policy be present at all future Board meetings. The Trustees concurred.

**RESOLUTION 22-0056:** Moved by Jordan Genso and seconded by Kathryn Poppy to approve and adopt the Public Comment Policy as presented. Furthermore, the Public Comment Policy shall take effect upon approval. To the extent that any resolution or portion of a resolution is inconsistent with this Resolution, such resolutions or portions of resolutions shall be hereby rescinded. Motion carried.

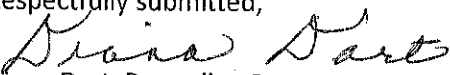
Director Mack also included a copy of the current Brighton District Library Strategic Plan 2019-2022 in the Board packet. Given the disruption during the COVID-19 pandemic and the prospect of impending retirements that may signal reorganization of the Management Team in the next few years, Cindy Mack suggested that the Board reaffirm the current Strategic Plan for an additional three years (2025) while continuing to set and monitor goals.

**RESOLUTION 22-0057:** Moved by Arla McPeek and seconded by Caitlyn Perry Dial to reaffirm the Strategic Plan for an addition three years. Motion Carried.

**BOARD COMMENTS:** President Muzzin announced that there would be refreshments following the meeting to recognize Sarah Neidert for being such a vital member of the staff. "She will be missed," he added. Each of the Board members congratulated Sarah, adding that she has been an asset to the Library and to the community.

**ADJOURNMENT:** Moved by Jordan Genso and seconded by Arla McPeek to adjourn the meeting at 8:12 p.m. Motion carried.

Respectfully submitted,

  
Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting: 7:30 p.m., Tuesday, November 1, 2022

Board Meeting – 7:30 p.m., Tuesday, November 22, 2022