

**BRIGHTON DISTRICT LIBRARY  
BOARD MEETING MINUTES  
November 22, 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, Kathryn Poppy  
Absent: Patrick McDonald, Jane Petrie  
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 Jordan Genso and seconded by Kathryn Poppy to approve the Board meeting minutes from October 18, 2022 and from November 1, 2022. Motion Carried.

**PRESIDENT'S REPORT:** President Muzzin attended the Livingston County Library Directors and Trustees Meeting at the Pinckney Community Public Library with Cindy Mack and Arla McPeek (virtually). He said the experience was tremendous, complimenting Lance Werner, Executive Director of the Kent District Library and presenter at the event. President Muzzin said he was "inspiring." Cindy Mack and Arla McPeek concurred. President Muzzin encouraged everyone to read the handouts that the Library Director provided.

President Muzzin queried the Trustees about their availability to attend the January 3, 2023 Board meeting. All answered affirmatively.

**DIRECTOR'S REPORT:** Director Mack added her remarks about the Directors and Trustees meeting stating that the event helped to give clarity to First Amendment rights as they pertain to public libraries. Director Mack will be attending a four-component training on this subject throughout the coming year.

The Friends of the Library held their Annual Meeting on November 1, 2022 and reported on a very successful year of fundraising. The Director thanked them for their hard work and ability to be flexible during the pandemic.

The Mack family will be vacationing out of town November 23 – November 29, 2022 and December 31, 2022 – January 5, 2023. While away, Ed Rutkowski, Asst. Library Director, will assume the Director's duties.

The Library's TikTok account has become quite popular. Arla McPeek remarked that it is "fun and lighthearted." A video demonstrating the Youth Services' gel squares received 15,000 views! Thanks to Librarians Neal Parr, Nicole Cook, and Kate Wheeler for creating and publishing the vignettes.

The Library is receiving many donations following the Annual Appeal mailing. Some donors are requesting to participate in the naming rights offering that was included in the Appeal letter. Five benches have been funded thus far with other funding requests under consideration. The Director is spearheading the naming rights campaign.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0059:** Moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated November 11, 2022 in the amount of \$\$110,534.59. Motion Carried.

**RESOLUTION 22-0060:** Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated October 27, 2022 in the amount of \$47,650.28 and of payroll checks dated November 10, 2022 in the amount of \$44,521.59. Motion Carried

Cindy Mack presented an overview of the proposed FY 2021-2022 budget amendments to the Board.

**RESOLUTION 22-0061:** Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the Budget Amendments as prepared. See Exhibit A. Motion carried.

**NEW BUSINESS:** Cindy Mack continues to work through the details of the second phase of the outdoor improvements. Due to non-conforming bids, a contractor has not yet been selected. Because the project is time-sensitive, the Board will wait two weeks for clarification and choose the winning bidder at the December 6, 2022 Board meeting.

**RESOLUTION 22-0062:** Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the FY 2022-2023 Strategic Goals as presented. Motion carried.

**RESOLUTION 22-0063:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the purchase of additional furnishings as presented. Motion carried.

By unanimous consensus, the Board Administration has agreed to keep their positions for another calendar year. A formal vote on the matter will take place at the January 3, 2023 meeting.

**BOARD COMMENTS:** Arla McPeek reiterated that she not only enjoyed the Livingston Libraries Directors and Trustees meeting, but that she had learned so much from the presentation. Kathryn Poppy attended a Library of Michigan Trustees meeting and reported out to the Board. She also congratulated the Board members on their win in the last election. Jordan Genso announced a potential professional opportunity but affirmed his commitment to the Library and the Library Board. Caitlyn Perry Dial said she could not attend the Directors and Trustees meeting due a personal conflict but she is looking forward to reviewing the hand-outs. Ed Rutkowski wished everyone a Happy Thanksgiving. Jim Muzzin will miss the December 6, 2022 Board meeting as he will be on vacation out of state. He reminded everyone that Judge Michael Hatty will be at the December 20, 2022 Board meeting at 7:30 p.m. to swear-in the newly elected Trustees.

**ADJOURNMENT:** Moved by Jordan Genso and seconded by Kathryn Poppy to adjourn the meeting at 8:22 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting: 7:30 p.m., Tuesday, December 6, 2022  
Board Meeting – 7:30 p.m., Tuesday, December 20, 2022