

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**January 17, 2023**

**CALL TO ORDER:** President James Muzzin called the meeting to order at 7:31 p.m. and wished everyone a happy new year.

**ATTENDANCE:** Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner

Absent: None

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart

Public: None

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Arla McPeek and seconded by Kathryn Poppy Wagner to approve the Board meeting minutes from December 20, 2022 and the Committee meeting minutes from January 3, 2023. Motion carried.

**STAFF COMMENTS:** Cindy Mack and Ed Rutkowski presented an overview of the updated Library website. The redesign was undertaken to offer a more clean, clear and concise website that is user-friendly and easily updated by staff. "We are still working through issues," said Cindy Mack, "but we are pleased with the changes and ability to add new services." Both Ed Rutkowski and Cindy Mack encouraged suggestions from Board members as the development process continues. Director Mack pointed out the new genealogy research database, the online Library card application, and reviewed, among others, the Library Board of Trustees page.

**DIRECTOR'S REPORT:** Director Cindy Mack announced that nearly \$32,000.00 has been collected during the Annual Appeal and Naming Rights Campaign. She has been impressed with the number of emails and calls inquiring about the opportunities to participate and by the level of those contributions. An official report to the Board will be issued in February.

As expected, the December tax payments have begun to arrive from the municipalities that we serve. The Library receives the majority of tax revenue by the end of March.

The FY 2021-2022 audit of the Library will begin the week of January 23<sup>rd</sup>. Director Mack anticipates sound audit findings having ended the year in a solid financial position. The Board will be given a full report by the Library's accounting firm, Manor Costerisan, in March or April. Cindy Mack also indicated that the Library's contract with the auditor will end this year. The Board will address whether to continue the Library's affiliation with this firm or seek RFP's from other companies.

Following a show of gratitude by Library staff for their 2022 contribution, the Friends of the Brighton District Library received a funding request of \$15,000.00 to supplement the Library's programming budget. The Friends will consider the request as they determine their financial plan for 2023. In addition, Cindy Mack announced that the Friends are also contemplating a significant contribution to the Naming Rights Campaign.

The Livingston County League of Women Voters has included Cindy Mack in an invitation to participate in an education forum about public libraries by Zoom at 7:00 p.m. on March 21, 2023. As this date conflicts with the Library's Board meeting, Assistant Director Ed Rutkowski will be attending the Library Board meeting in her place.

The Library submitted its annual State Aid Report to the Library of Michigan last week. Remuneration will be received from the Library of Michigan in two payments arriving in the spring and in the summer of 2023. Furthermore, Library

staff submitted its annual response to the Detroit Suburban Librarians Roundtable (DSLRT) survey in December. The results are especially helpful when evaluating staff wages and salaries.

The Director announced that was appointed the Vice-Chair of the Livingston County United Way's Community Investment Council (CIC). She has also been nominated for the position of President-Elect of the Brighton Rotary Club beginning July 1, 2023.

#### **COMMITTEE REPORTS:**

Cindy Mack distributed a memo in the Board packets outlining the 2023 tasks and priorities of the standing Board Committees. The items listed were identified by the Library Board, the Administration, the Strategic Plan, and by the past work of each Committee. Director Mack stressed that additional undertakings may be added by the Board of Trustees or by any individual Committee as necessary. President Muzzin acknowledged Cindy Mack for her excellent work compiling the memo.

**BUDGET & FINANCE COMMITTEE:** Following a description of the major expenses by Chairperson Kathryn Poppy Wagner:

**RESOLUTION 23-0004:** Moved by Chairperson Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated January 17, 2023 in the amount of \$84,915.65. Motion carried.

**RESOLUTION 23-0005:** Moved by Chairperson Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated December 22, 2022 in the amount of \$48,981.21 and of payroll checks dated January 5, 2023 in the amount of \$47,282.57. Motion carried

**BUILDING & TECHNOLOGY COMMITTEE:** Chairperson Jordan Genso met with the Committee before tonight's Board meeting to discuss the final details of the design of the Program Pavilion. After considering the options, a conclusion was met by a majority vote to include additional features in the design. Acknowledging their demanding meeting schedule, President Muzzin thanked the Committee for their hard work.

**OLD BUSINESS:** Assistant Director Ed Rutkowski continued his presentation to replace the existing telephone service by answering the additional questions proposed by the Board at December's meeting. Referring to the detailed report provided at that meeting and the new information supplied to the Trustees, the Assistant Director reiterated his initial recommendation that the Library accept the contract with UTEC.

**RESOLUTION 23-0006:** Moved by Caitlyn Perry Dial and seconded by Jordan Genso to terminate the existing CTS contract at a cost of \$5,093.00 and to approve the contract from UTEC for a telephone system for a period of 60 months. Cost not to exceed \$28,500.00. Motion carried.

Cindy Mack circulated a personalized greeting card for retiring Board member Jane Petrie who served on the Board for sixteen years.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

#### **NEXT MEETINGS:**

Committee Meeting: 7:30 p.m., Tuesday, February 7, 2023  
Board Meeting – 7:30 p.m., Tuesday February 21, 2023