

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 21, 2023

CALL TO ORDER: President James Muzzin called the meeting to order at 7:30 p.m.

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

Absent: Daniel Huth

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, Information Services Librarian Terri Frank, 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 January 17, 2023 and the Committee meeting minutes from February 7, 2023. Motion carried.

STAFF COMMENTS: Jennifer Osborne introduced Terri Frank who joined the full-time staff in December. Terri Frank holds a master's degree in Information & Library Science from the University of Michigan. She brings over 25 years of experience in various library/research capacities, most recently serving as Adjunct Faculty Librarian for Oakland Community College and has worked as a substitute librarian for the Brighton District Library since 2014. Her passion for research and collection development will serve her well as she cultivates the Library of Things, the DVD collection, the music CD collection, and the social science collection.

Cindy Mack praised Terri Frank for her ongoing investigation into the creation of a Makerspace in the Library, a project proposed by members of the Board. Terri Frank reported that the newest trend in Makerspaces include a plethora of digitalization devices, green screens, and white boards plus standard accommodations for collaboration and traditional crafting.

PRESIDENT'S REPORT: Jim Muzzin announced the following updates to the 2023 Board of Trustees committee assignments sighting a request from Kathryn Poppy Wagner: Jim Muzzin will replace Kathryn Poppy Wagner on the Building & Technology Committee and Daniel Huth will replace Kathryn Poppy Wagner on the Public Relations Committee.

DIRECTOR'S REPORT: Referring to the 2023 Annual Appeal Final Report included in the Board packets, Cindy Mack reviewed the results of this year's fundraising efforts. \$37,173.00, the largest amount ever collected, was donated by patrons, community members, staff members, and loyal contributors. The Naming Rights project was a huge success and accounted for a considerable percentage of the total amount collected. Targeted fundraising for this project will continue into the spring and summer months.

Aili Weaver of Manor Costerisan will present the findings from the FY2021-2022 audit at the March 7th Board meeting. As expected, no significant issues were found. The Library ended the fiscal year with a healthy fund balance, having completed several major improvements. Once the draft audit is received, it will go before both the Budget/Finance and the Building Committees for review.

Drawing the Board's attention to the spring Library Programs and Events brochure included in the Board packet, the Director praised Jennifer Osborne for another creative and comprehensive publication highlighting the spring lineup.

Cindy Mack announced the promotion of Youth Services Librarian, Laurie Walters, to Head of Youth Services. Current department head, Carla Sharp, will retire at the end of March after 23 years at the Brighton District Library. The

Library will host a retirement celebration on the evening of March 24th. Details will follow but Cindy Mack invited the Trustees and requested that they save and date in their calendars.

The Friends of the Brighton District Library approved the Library's funding request for this year by committing to \$20,000 for programming and special projects. The Friends are a dedicated group of volunteers who work tirelessly to collect, vet, display, and sell used books for the exclusive benefit of the Library. "We are grateful to the Friends for their continued support," said Cindy Mack.

The new telephone system that was recently approved by the Board will be installed in March. Kudos to Ed Rutkowski for spearheading this project.

Cindy Mack was interviewed by the *Neighbors of Brighton*, a publication that is distributed to various communities within our service district. The Director was featured on the cover and the article served as positive public relations vehicle for the Library. Copies of the publication were placed in the Board packets along with other articles and advertisements about Library programming.

COMMITTEE REPORTS:

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

RESOLUTION 23-0009: Moved by Chairperson Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated February 21, 2023 in the amount of \$35,596.74. Motion carried.

RESOLUTION 23-0010: Moved by Chairperson Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated January 19, 2023 in the amount of \$48,827.73 and of payroll checks dated February 2, 2023 in the amount of \$49,555.62. Motion carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald asked for clarification on some aspects of the 2023 Annual Appeal Final Report. Director Mack provided the relevant details. Patrick McDonald praised the staff on the successful completion of the campaign.

BOARD COMMENTS: President Muzzin added, "It is a pleasure to see the public support for the Annual Appeal." He thanked the staff for managing the campaign and for providing the excellent service to the community that garners this kind of response. Jim Muzzin also commented on the friendly greeting received when he enters the building, noting that the smiles from the staff always make him feel welcomed. Patrick McDonald thanked the Director for the electronic delivery of documents with the Friday Update.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

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