

## **Brighton District Library Board Meeting Minutes**

April 18, 2023

*Called to order at 7:30pm*

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

**Staff:** Cindy Mack, Ed Rutkowski, Diana Pierce, Valerie Haggerty

**Approval of the agenda:** Motioned by Patrick McDonald, seconded by Jordan Genso, passed.

**Approval of the minutes:** Motioned by Arla McPeek, seconded by Daniel Huth to approve the minutes from March 21, 2023 and April 4, 2023. Passed.

**Public Comments:** None

**Staff Comments:** Valerie Haggerty (Shelving Supervisor) and Diana Pierce (Head of Circulation) introduced themselves to the board and provided an overview of their duties at the circulation desk, supervising students and staff who shelve books, and caring for the collection.

**President's Report:** Jim Muzzin reported that Caitlyn Perry Dial and Jordan Genso will be leading Cindy's annual review this year. It's a little early because the board will perform a 360° review including outside evaluators from the community.

**Director's Report:** Director Mack provided an overview of her written report. She noted that at this point in the fiscal year the library has spent 18.55% of its budget and received 70.94% of its revenue. She also noted the coming summer programming, a change in plan to the outdoor reading house, staffing changes, and an upcoming fundraiser for the library at MOD Pizza.

### **Committee Reports:**

#### **Budget & Finance –**

Kathryn Poppy Wagner noted a few major payments, which are tax payments and health insurance.

**Resolution 23-0020:** moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$176,100.70, dated 04/18/2023. Resolution passed unanimously with a voice vote.

**Resolution 23-0021:** moved by Kathryn Poppy Wagner and seconded by Patrick McDonald to approve the payment of payroll checks dated March 30, 2023 in the amount of \$51,268.40 and dated April 13, 2023 in the amount of \$48,142.29. Passed by voice vote.

**Building/Technology:** No report.

**Planning/Fundraising:** Patrick noted a fundraiser at MOD Pizza for the Library on Wednesday, April 26, 2023. 20% of a patron's bill will go toward the library.

**PR Committee:** No report.

**Policy/Personnel:** Committee met to discuss the 100 section of the policy manual, which was last revised in 2018. Few changes were discussed, Cindy will check with the attorney on some changes, and will come back to the full board once approved.

**Old Business - None**

**New Business -**

**Reading House & Phase II Outdoor Project Update** - Cindy reported that the contractors for the outdoor project have determined that the outdoor reading house is damaged beyond repair. She has requested a quote from the contractors between \$30-40k to build a new reading house or renovate it. She has also suggested a children's gazebo, which would provide a similar feel to a house but would be open and more accessible to children and their families. Discussion of this topic from board members surrounded the pros and cons of the options. Cindy will continue to research options on this topic and return to the board.

Phase II of the outdoor project is slated to begin Monday, April 24.

**Board Comments:**

Patrick - none

Jordan - Question regarding Tax Day and whether the Library is a popular place to get help for taxes. Cindy affirmed that patrons are still coming to us for help.

Kathryn - none

Arla - none

Caitlyn - none

Dan - Noted that his family will miss the reading the house, but they are excited to see what's coming. They also attended youth programs this week and his children had a great time. He gave high praise for the programming.

Jim - none

*Motion to adjourn by Jordan Genso seconded by Arla McPeek. Adjourned at 8:13.*

Respectfully submitted by Caitlyn Perry Dial, Secretary.