

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**May 16, 2023**

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

**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, Head of Adult Services Jennifer Osborne, PR/Marketing Librarian Paige Greer, Diana Dart

Public: None

**APPROVAL OF AGENDA:** Moved by Arla McPeek and seconded by Jordan Genso to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from April 18, 2023 and the Committee meeting minutes from May 2, 2023. Motion carried.

**STAFF COMMENTS:** Jennifer Osborne reintroduced former Circulation staffer and new Marketing/PR Librarian Paige Greer to the Board. She is returning to Brighton following the completion of her Master's Degree in Library and Information Science and gaining valuable experience at the Brandon Township Library as their Marketing Librarian. With her understanding of video production, she will be a valuable asset while overseeing the Library's social media accounts as well as our print media and external/interior signage. As our PR Librarian, Paige Greer will be representing the Library at community events and finding new ways to promote the Library's programs and services.

**DIRECTOR'S REPORT:** Phase II of the outdoor renovation project is in full swing. Michigan Landscape Professionals have temporarily moved the plantings from the elevated beds, under the watchful eye of the Brighton Garden Club, to make way for the earth moving machinery needed to excavate the garden and Program Pavilion foundation, reported Director Cindy Mack. Due to hard work, long hours, and good weather, the daily progress is impressive.

The Director sought comparative bids for lawncare service and found that the Library's current provider, Precision Pavers, still offers the most comprehensive service for the cost. Although Precision Pavers is still under contract, Cindy Mack thought it advisable to seek out updated information about other lawncare services. Bids for snow removal and winter services will be compared when local companies are accepting requests for quotes.

The Summer Newsletter *All Together Now* has been mailed to all households within the Brighton Library District. Once again, Jennifer Osborne has assembled a compendium of summer events and programs for all ages, plus a two-page report to the community with a variety of interesting Library statistics and facts. Cindy Mack applauded the effort and stated that the brochure is the Library's number one engagement piece. It informs community members who already use the Library as well as those who haven't discovered our unique resources.

Valuations for the Library's 2023 property tax levy predict an increase in revenue of \$172,000.00. The best use of the additional funds is being discussed by the management team. Increased access to digital services, replacing/purchasing updated technology, and employee wage increases are high on the list. Cindy Mack will be comparing wage studies and watching for wage compression before recommendations are made to the Board. The Director and Library accountant Kristine Kerttu have begun developing a draft budget for next year to be presented at the August 2, 2023 Board Committee meeting. A budget hearing and final vote is scheduled for the September 5, 2023 Board Committee meeting.

The Friends of the Brighton District Library spring book sale netted a record \$8,546.00. Thanks all around to the Friends for their unwavering support.

## **COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Kathryn Poppy Wagner gave an overview of the docket and proposed the following:

**RESOLUTION 23-0024:** Moved by Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated May 16, 2023 in the amount of \$82,886.09. Motion carried.

**RESOLUTION 23-0025:** Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated April 27, 2023 in the amount of \$48,896.75 and of payroll checks dated May 11, 2023 in the amount of \$47,768.69. Motion carried.

**PUBLIC RELATIONS:** Chairperson Caitlyn Perry Dial reported that Director Mack presented the Committee with draft Marketing Plan co-created by the new Public Relations Librarian that defines priorities, notes successful endeavors, and welcomes new ideas. Priorities: New Library card members and marketing the Library's services; Working: Summer Program booklet mailing, Library swag give-a-way opportunities, Brighton Farmer's Market booth; New: Bring back the "I (heart) Brighton District Library yard signs, consider various new/younger modes of communicating, e.g., friendly avatar figures.

**BOARD COMMENTS:** Trustee Arla McPeek offered kudos to Jennifer Osborne for creating such a colorful and informative Summer Program booklet. As a member of the Building Committee and Brighton Garden Club volunteer, she is "excited" to see the progress in the garden and pavilion spaces. Trustee Daniel Huth complimented the "Stroller Stories" program held on the tridge in downtown Brighton. "It was packed!" said Huth. Director Mack reported that there were 56 people in attendance last week and praised Youth Services Librarian Nicole Cook for initiating the series. Board Secretary Caitlyn Perry Dial requested a progress update on digitizing the Livingston Daily Press and Argus newspaper. Cindy Mack will report that information to the Board in the Friday Update. Caitlyn Perry Dial also announced that she would be traveling out-of-town for work and would miss both meetings in June. Jim Muzzin assured her that a replacement to record the June 6, 2023 minutes would be named.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial 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, June 6, 2023

Board Meeting – 7:30 p.m., Tuesday June 20, 2023