

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
June 20, 2023

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

ATTENDANCE: Jordan Genso, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner
Absent: Caitlyn Perry Dial
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Teen Services Kate Wheeler, 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 Jordan Genso and seconded by Daniel Huth to approve the Board meeting minutes from May 16, 2023 and the Committee meeting minutes from June 6, 2023. Motion carried.

STAFF COMMENTS: Head of Teen Services, Kate Wheeler, gave a description of her main duties as the manager of the Teen Department, selector of the Teen Collection, Jr. Volunteer Supervisor/Coordinator, and Teen and multi-generational program coordinator. Both Director Mack and Kate Wheeler shared the Library's goal of engaging young people at an early age. As youngsters are brought to the Library, they become Library users. As they grow into adolescents, the Jr. Volunteer program introduces them to the inner workings of the Library. As they advance in age and maturity, teens can become part of the decision-making process for the department by joining the TAB (Teen Advisory Board). Kate Wheeler also researches the workings of the developing brain and its effect on behavior and performance. She is respected by her peers and popular with her teens.

PRESIDENT'S REPORT: President Muzzin reminded the Board that the Board Committee meeting, scheduled for July 4, 2023, has been cancelled. The next meeting of the Board will be on July 18, 2023. Director evaluation forms have been provided in the June Board packets. Please return them to the Secretary Caitlyn Perry Dial no later than July 7th.

DIRECTOR'S REPORT: Director Mack reported that work continues on the draft budget. It will be ready for review soon. The FY 2023-2024 budget hearing and vote by the Board will be at the September 5, 2023 meeting.

The #100 level policy revisions and a revision to #205 of the Holiday Policy have been included in a markup copy in the June Board packets for consideration by the full Board. These include the suggested changes agreed upon by the Policy Committee. Cindy Mack is requesting that the Board approve the changes. President Muzzin thanked the Committee for the time and attention given to this work.

A grant from the Library of Michigan covered the expense of Cindy Mack to attend the ALA Conference in Chicago, June 22 – June 26, 2023. She stated that she always learns the latest Library news, returning with invaluable information and fresh ideas.

On Thursday, June 15, 2023, the Brighton City police were called to the Library due to an unruly patron. Both staff members and authorities remained calm and the individual was transported to the hospital.

The Library's annual kickoff to our Summer Reading Challenge, Summerfest – *All Together Now*, was held on June 17, 2023. The weather cooperated and it was a very successful and enjoyable event. Hundreds of families attended.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 23-0027: Moved by Chairperson Kathryn Poppy Wagner and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated June 20, 2023 in the amount of \$59,535.66. Motion carried.

RESOLUTION 23-0028: Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated May 25, 2023 in the amount of \$47,146.78 and of payroll checks dated June 8, 2023 in the amount of \$46,945.86. Motion carried.

The Committee met before the Board meeting to consider staff member wages/salaries and benefits compensation for the FY 2023-2024 budget. Kathryn Poppy Wagner reminded the Board of the unexpected increase to the 2023 property tax levy revenue of approximately \$172,000.00.

NEW BUSINESS:

Director Mack briefly described the recommendations from the Library Management Team and from the Policy Committee for revisions to #100 level policies and to Holiday Policy #205 to the Board. President and Chairperson of the Committee, Jim Muzzin, asked for a confirming resolution from the full Board.

RESOLUTION 23-0029: Moved by Kathryn Poppy Wagner and seconded by Jordan Genso to adopt the revised changes to Section 100, Personnel Policies of the personnel manual and to adopt the revised changes to Policy 205, Holiday Policy. Motion carried.

BOARD COMMENTS: Kathryn Poppy Wagner and Patrick McDonald wished everyone a happy Fourth of July.

ADJOURNMENT: Moved by Arla McPeek and seconded by Jordan Genso to adjourn the meeting at 8:10 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Meeting – 7:30 p.m., Tuesday July 18, 2023
Committee Meeting – 7:30 p.m., Tuesday, August 1, 2023