

Brighton District Library
Board of Trustees Meeting Minutes
January 21, 2019

CALLED TO ORDER: The meeting was called to order at 5:35 p.m. by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Arla McPeck, Jordan Genso, Rich Perlberg, Kathryn Poppy and Jane Petrie.

Absent: none

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, Head of Collections and Public Relations Sarah Neidert, and Media Relations Coordinator and Youth Services Assistant Margaret Vergith.

Public: Craig Lesley, Staff Representatives, Friends Representative attended only the Strategic Planning Session.

APPROVAL OF THE AGENDA: Moved by Jim Muzzin and seconded by Jordan Genso to approve the agenda. Motion Carried.

APPROVAL OF THE MINUTES: Moved by Jane Petrie and seconded by Jim Muzzin to approve the December 17, 2018-Board Meeting minutes. Motion carried.

Moved by Jane Petrie and seconded by Jim Muzzin to approve the January 8, 2019-Committee meeting minutes. Motion carried.

PUBLIC PRESENTATION FOR STRATEGIC PLANNING: See attached Power point presentation and list of attendees.

MEETING RECESS: Patrick McDonald announced a five minute recess at 7:15 p.m.

RESUME BOARD MEETING: Patrick McDonald called the meeting back to order at 7:20 p.m.

STAFF COMMENTS: none

PRESIDENT REPORT: Patrick commended Mr. Lesley for the worthwhile discussion and strategic planning presentation.

DIRECTOR'S REPORT: none

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0004: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$37,219.83 dated 1/21/19. Motion carried.

Resolution #19-0005: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payment of payroll checks dated 12/27/18 in the amount of \$42,305.33 and 01/10/19 and in the amount of \$40,413.87. Motion carried.

Policy/Personnel: none

Building/Technology: Arla presented to the board the proposed construction documents from Daniels and Zermack Architects.

Resolution #19-0006: Moved by Arla McPeek and seconded by Jane Petrie to approve the construction documents for bidding. Motion carried.

Planning/Fundraising: Rich presented to the board the committee's intention of having a fundraiser as a way to bring in funds dedicated towards a playscape that would be located in the youth services area after the renovation.

Resolution #19-0007: Moved by Rich Perlberg and seconded by Arla McPeek to begin a fundraising initiative to raise a target of \$25,000 by the end of 2019 for a youth services playscape. Motion carried.

Resolution #19-0008: Moved by Jim Muzzin and seconded by Arla McPeek for the board to designate \$25,000 for initiating the youth services playscape project, with whatever is raised by the fundraising initiative to reimburse the board for those funds.

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:07 p.m.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

NEXT MEETING:

Next Committee Meeting: Tuesday, February 5, 2019

Next Board Meeting: Tuesday, February 26, 2019

Brighton District Library
Board of Trustees Meeting Minutes
February 19, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Rich Perlberg, Jim Muzzin, Jane Petrie, Kathryn Poppy, Arla McPeek and Jordon Genso.

Absent: none

Staff: Cindy Mack, Director and Ed Rutkowski, Assistant Director

APPROVAL OF THE AGENDA: Moved by Rich Perlberg and seconded by Jane Petrie to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the January 21, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Jane Petrie to approve the February 5, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Ed Rutkowski discussed CARL, the new shared system. It's been nine months since the migration and everything is going well. This system is easier to manage client software, and moving to a web-based interface makes many procedures easier and it has more of a responsive development process. The only issues were email problems, which have been resolved. Implementing continues for downloading electronic material in the system. Our circulation of downloadable collection increased by 10% last year.

The library's network will increase to 100Mbs of internet bandwidth this year. Window 7 support will cease in 2020. We will be upgrading to Window 10 by the end of the year. The Library's server will be replaced, estimated cost \$2,000. The copier lease is up and the Library will be looking for a new contract. Ed discussed the increase of cabling with the renovations. Ed is also looking into self-checkout machines.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT:

- Cindy asked the Board if there were any questions from the Directors Report.
- A copy of the Spring Newsletter was handed out to the Board.
- The Library received the Audit Financial report. Kudos to Kristine, our Accountant, for a job well done. The Auditors will be attending the March 19 Board Meeting to go over the audit.
- Cindy discussed the annual appeal numbers.
- The revenue tax checks continue to come in.
- The Friends of Michigan Library will be hosting a workshop on April 5 in Novi. Please let Cindy or Sue know if you would like to attend.

- There was a slight decrease in our health insurance costs.
- The Board discussed the Friends generous funding for the Library's 2019 programming. Patrick would like a Thank you letter sent to the Friends from the Board.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0012: Moved by Jim Muzzin and seconded by Arla McPeck to approve the claims docket in the amount of \$235,073.05 dated 2/19/19. Motion carried.

Resolution #19-0013: Moved by Jim Muzzin and seconded by Jane Petrie to approve the payment of payroll checks dated 01/24/19 in the amount of \$42,527.29 and 02/07/19 in the amount of \$42,643.31. Motion carried.

Policy/Personnel: The committee will likely be meeting in March to review potential policy changes.

Building/Technology: Arla informed the Board that we are accepting contractor's bids by March 1 and will discuss further at the March 5 Committee meeting.

Planning/Fundraising: Several people expressed interest in participating on the Fundraising Committee. Rich discussed the topics and goals of the Fundraising Committee.

Public relations: none

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: The next Strategic Planning Committee meeting is scheduled for Tuesday, February 26. The Board discussed the positive feedback from the survey. We had over 1500 responses.

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:09 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, March 5, 2019

Next Board Meeting: Tuesday, March 19, 2019

Brighton District Library
Board of Trustees Meeting Minutes
March 19, 2019

CALLED TO ORDER: The meeting was called to order at 7:31 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jane Petrie, Kathryn Poppy, Arla McPeek and Jordon Genso.

Absent: Rich Perlberg

Staff: Cindy Mack, Director and Ed Rutkowski, Assistant Director

Public: Steve Kirinovic

APPROVAL OF THE AGENDA: Amended by Cindy Mack to add the mechanical bid proposals as an item under the Building/Technology committee report. Moved by Arla McPeek and seconded by Jim Muzzin to approve the agenda as amended. Motion carried.

APPROVAL OF THE MINUTES: Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the February 19, 2019-Board Meeting minutes. Motion carried.

Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the March 5, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Steve Kirinovic from Maner Costerisan presented the financial audit report to the board. The audit showed a “clean, unmodified opinion”.

Resolution #19-0018: Moved by Jim Muzzin and seconded by Arla McPeek to accept the Maner Costerisan fiscal year 2017-2018 audit, with special acknowledgement for Kristine’s performance.

STAFF COMMENTS: none

PRESIDENT’S REPORT: none

DIRECTOR’S REPORT:

- Cindy asked the Board if there were any questions from the Directors Report.
- Cindy informed the Board that Ed Rutkowski will lead the committee meeting on April 2.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0016: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$127,394.97 dated 03/19/19. Motion carried.

Resolution #19-0017: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 02/21/19 in the amount of \$42,299.31 and 03/07/19 in the amount of \$42,092.61. Motion carried.

Resolution #19-0019: Moved by Jim Muzzin and seconded by Kathryn Poppy to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,729 and retain those dollars in the BDL Endowment Fund. Motion carried.

Building/Technology: Cindy presented the three mechanical bid proposals, recommending the bid from Covenant Environmental.

Resolution #19-0022: Moved by Arla McPeek and seconded by Jane Petrie to approve the mechanical proposal from Covenant Environmental. Cost not to exceed \$274,250 plus 5% for contingencies. This will come out of Capital Expense. Motion carried.

Planning/Fundraising: none

Public relations: none

Policy/Personnel: The committee met to review two policy changes required as a result of changes in law.

Resolution #19-0021: Moved by Jane Petrie and seconded by Jordan Genso to approve the revised FOIA procedures and guidelines, written public summary and detailed itemization assigned as Policy #411. Motion carried.

Resolution #19-0020: Moved by Jordan Genso and seconded by Arla McPeek to approve the revision to Policy #202-Time Away from Work, effective March 31, 2019. Motion carried.

OLD BUSINESS: Fundraising event will kick off on April 10.

NEW BUSINESS: none

BOARD COMMENTS: Jim Muzzin mentioned that the grand opening of “The Amp” will be on May 4. Patrick McDonald provided a program suggestion from another library, and so BDL will be replicating the program in June.

ADJOURNMENT: This meeting adjourned at 8:25 p.m.

Respectfully submitted,

Jordan Genso, Board Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, April 2, 2019

Next Board Meeting: Tuesday, April 16, 2019

Brighton District Library
Board of Trustees Meeting Minutes
April 16, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jane Petrie, Jim Muzzin, Jordan Genso, Kathryn Poppy and Arla McPeek.

Absent: Rich Perlberg.

Staff: Cindy Mack, Director and Tina Fleischmann, Head of Technical Services, Connie Doa and Lisa Joseph from Technical Services Department.

Guest: Terry Wagner

APPROVAL OF THE AGENDA: Moved by Arla McPeek and seconded by Jane Petrie to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the March 19, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the April 2, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: Terry Wagner announced that Kathryn Poppy and himself were married March 28. Everyone congratulated them.

STAFF COMMENTS: Tina Fleischman, Connie Doa and Lisa Joseph presented to the Board what the Technical Services Department does for the Library. Lisa demonstrated what goes into processing of Library materials. Connie gave an overview of the Ebay sales. These books come from donated materials to the Library. The net sales for 2018 was just shy of \$5,000.00. Tina elaborated more on how her department collaborates with the librarian on how to process many of the new and donated items. Tina described the new VOX Books. Cindy complimented how well this Department works, even being down a staff person. The Board thanked them for coming and for the hard work they do.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT:

- Cindy informed the Board that she officially signed the contract for the renovations. Renovation will start June 10th.
- There was a complaint on the LACASA Closeline project. The complainant felt it was offensive. Cindy informed this person that we have had this displayed every April for the last 21 years. She explained the reasoning behind this project and that every library in Livingston County participates
- Cindy Informed the Board on the up and coming Friends Book Sale in May.
- Cindy reminded the Board that we will be closed on Sunday, April 21 for the Holiday.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0024: Moved by Jim Muzzin and seconded by Arla McPeck to approve the claims docket in the amount of \$178,578.35 dated 4/16/19. Motion carried.

Resolution #19-0025: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 03/21/19 in the amount of \$41,796.91 and 04/04/19 in the amount of \$43,010.55. Motion carried.

Resolution #19-0026: Moved by Jim Muzzin and seconded by Kathryn Poppy to move the proceeds of the Flagstar Bank CD maturing 04/24/19 into the Chemical Bank checking General Fund Account. Motion Carried.

Building/Technology: Arla quickly addressed that the contract from Daniels & Zermack was signed today.

Strategic Planning/Task Force: none

Planning/Fundraising: The Connect, Grow, Discover Together fundraising initiative is moving along well. The butterfly fundraiser will be sent home through the BAS students Friday folders. Children can color the butterfly and then bring it to the Library with their monetary donation. All donations are welcomed. Their butterfly will be displayed in the Youth Department.

Public relations: none

Policy/Personnel:

Resolution #19-0027: Moved by Jane Petrie and seconded by Kathryn Poppy to approve the revisions to Policy #202-Time Away from Work. Motion carried.

Director Mack will give her maternity leave request at the next Committee Meeting.

OLD BUSINESS: none

NEW BUSINESS: none

BOARD COMMENTS: Jane commented how interesting and the hard work the Technical Services Department works. Arla is excited to get this renovation off the ground. Jim asked the Board to keep May 4 in mind for the grand opening of the Mill Pond's Amphitheater. Jordan reminded the Board to vote on May 7. Kathryn remarked how excited she is on the renovations, as well.

ADJOURNMENT: This meeting adjourned at 8:25 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, May 7, 2019

Next Board Meeting: Tuesday, May 21, 2019

Brighton District Library
Board of Trustees Meeting Minutes
May 21, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jordan Genso, Jim Muzzin, Rich Perlberg, Jane Petrie, Kathryn Poppy and Arla McPeek.

Absent: none

Staff: Cindy Mack, Director and Ed Rutkowski, Assistant Director.

Guest: Craig Lesley, SCORE.

APPROVAL OF THE AGENDA: Moved by Jim Muzzin and seconded by Jordan Genso to approve the agenda with the following change: To move the Strategic Planning/Task Force committee report after staff comments. Motion carried.

APPROVAL OF THE MINUTES: Moved by Arla McPeek and seconded by Jane Petrie to approve the April 16, 2019-Board Meeting minutes. Motion carried.

Moved by Arla McPeek and seconded by Jane Petrie to approve the May 7, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: none

Strategic Planning/Task Force: Craig Lesley discussed the 2019-2022 Strategic Plan. Mr. Lesley thought the process was excellent and conclusive. The staff was very involved and had good ideas. Mr. Lesley feels the most important thing is external support and community outreach. The Library needs to be visible and staff experience can be an important component of community progress. The Board discussed in length the survey summary report and how this plays a role in the strategic plan and community. The Board thanked Mr. Lesley for all his help and work on the 2019-2022 Strategic Plan. President McDonald thanked the Board for their openness and generosity with their time. Great job. Resolution #19-0033: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Library's 2019-2022 Strategic Plan as presented. Motion carried.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT:

- Director Mack spoke with the Library's Attorney regarding the FMLA policy and how it relates to exempt employees. The attorney verified Director Mack's request to work part-time during a portion of her leave is legal as long as both parties are in agreement.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0030: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$32,383.90 dated 5/21/19. Motion carried. Jim commented that the Attorney fees were a little higher due the Library's Personnel Policy reviews and the FMLA Policy.

Resolution #19-0031: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payroll checks dated 04/18/19 in the amount of \$41,882.88, 05/02/19 in the amount of \$42,216.51 and 05/16/19 in the amount of \$42,701.94. Motion Carried.

The Budget/Finance committee met before the Board meeting to discuss Resolution #19-0032. After their meeting they brought their discussion to the full Board meeting. The Board agreed to the language that was presented. Resolution #19-0032: Moved by Jim Muzzin and seconded by Rich Perlberg to approve closing all non-Chemical Bank accounts (excluding Bank of Ann Arbor) as needed and place funds in Chemical Bank checking. Additionally, approve the transfer of General Funds to the Capital Fund for approved renovation expenses as needed. Motion carried.

Building/Technology: Arla McPeck talked about the latest meeting they had. Arla discussed the furnishings, color, storage, etc. to the Board. The renovation start date is June 10.

Planning/Fundraising: Rich Perlberg discussed the latest meeting they had. The Youth Services Connect, Grow, Discover, Together fundraiser has raised approximately \$20,000 to date. Rich also discussed possibly a wish list for future fundraisers.

Public relations: Kathryn Poppy's committee hasn't been meeting. Kathryn did comment that she was pleased with the strategic report.

Policy/Personnel: none

OLD BUSINESS: Last year, Sean LaRosa, the Director of Early Childhood Services for LESA presented on the new 3rd grade reading law. After her presentation the Board inquired about passing a resolution in support of LESA and the new statewide literacy initiative. Appropriated language to draft a resolution was recently received and presented to the Board for approval. Resolution #19-0034: Moved by Rich Perlberg and seconded by Jim Muzzin to support Essential Practices in Early & Elementary Literacy. Motion carried.

NEW BUSINESS: After discussing the July 4 Holiday the Board agreed to cancel July 2 Board meeting. Resolution #19-0035: Moved by Jordan Genso and seconded by Arla McPeck to cancel July 2 Board meeting. Motion carried.

BOARD COMMENTS: Jim asked about the human trafficking program at the Library. This program was well publicized and had a good turnout.

ADJOURNMENT: This meeting adjourned at 8:45 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, June 4, 2019

Next Board Meeting: Tuesday, June 18, 2019

Brighton District Library
Board of Trustees Meeting Minutes
June 18, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jordan Genso and Arla McPeek.
Absent: Richard Perlberg, Kathryn Poppy and Jane Petrie
Staff: Cindy Mack, Director, Assistant Director Ed Rutkowski, Sarah Neidert, Head of Collections and Community Relations and Diana Dart, Community Relations Coordinator.

APPROVAL OF THE AGENDA: Moved by Arla McPeek and seconded by Jim Muzzin to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the May 21, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Jordan Genso to approve the June 4, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Sarah and Diana D. thanked Cindy for inviting them to the Board meeting. Sarah discussed that this month there was no stats report. Sarah is working on improving the way the stats report is presented. Sarah discussed her involvement with Leadership Livingston. Diana Dart gave an overview of her position here at the Library. She's the liaison for the Friends, the Brighton Art Guild and the Brighton Garden Club. As the Community Relation Coordinator she promotes the Toys for Tots, work with LACSA on their Giving Tree and the Backpack for Kids programs here at the Library. Diana represents the Library at many events throughout Livingston County. Diana leads the Library's Annual Appeal fundraiser every year. She gave an updated on the Connect, Grow, Discover Together! Fundraiser. We've collected, so far, approximately \$22,648.00. The end date for this fundraiser is August 3. The Board thank them for coming and for all the hard work that do for the Library.

PRESIDENT'S REPORT: The Friends President reached out to clarify the donation request he received.

DIRECTOR'S REPORT:

- Director Mack discussed her maternity leave. Ed Rutkowski will be the point of contact for administrative issues. Ed and Jen will be the point of contact for the renovation project. Cindy will not be at the July 16 Board meeting but will be attending the August 20 meeting.
- Director Mack discussed with the Board the budget for fiscal year 2020. The Board is comfortable with the direction we are going. She also discussed a creating a full time position for Youth Services next year.
- Director Mack discussed her upcoming evaluation. Jordan Genso agreed to Chair the Evaluation Committee this year. President McDonald would like to know who plans to be on this committee. Evaluation forms will be mailed in the July Board Packets.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0037: Moved by Jim Muzzin and seconded by Arla McPeck to approve the claims docket in the amount of \$38,795.64 dated 06/18/19. Motion carried.

Resolution #19-0038: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payment of payroll checks dated 05/30/19 in the amount of \$43,983.60 and 06/13/19 in the amount of \$41,093.04. Motion carried.

Policy/Personnel: none

Building/Technology: Arla was happy to say that the renovations have started.

Planning/Fundraising: none

Public relations: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Jordan commented that the Springfest was great. Jim asked about the Brighton Fire Authority report. Cindy reported that we passed.

ADJOURNMENT: This meeting adjourned at 8:20 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, July 2, 2019 (CANCELLED)

Next Board Meeting: Tuesday, July 16, 2019

Brighton District Library
Board of Trustees Meeting Minutes
July 16, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jane Petrie, Rich Perlberg, Kathryn Poppy, Arla McPeek and Jordan Genso.

Absent: Director Cindy Mack

Staff: Assistant Director Ed Rutkowski

APPROVAL OF THE AGENDA: Moved by Jane Petrie and seconded by Kathryn Poppy to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Arla McPeek and seconded by Kathryn Poppy to approve the June 18, 2019-Board Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: none

PRESIDENT'S REPORT: The Board discussed the stats report.

DIRECTOR'S REPORT: Ed Rutkowski, Assistant Director, discussed the following:

- The Director's report was reviewed.
- Fundraising is doing well.
- The Director's evaluation form was included in the Board packets.
- Penal fines came in less than expected. The Board inquired the reasoning. Budgetary restraints will need to be considered.
- Ed talked about the building renovations and that its moving along smoothly. The Board was invited to take a look at the progress after the meeting.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0039: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$43,559.18 dated 07/01/19 and \$59,363.76 dated 07/16/19. Motion carried.

Resolution #19-0040: Moved by Jim Muzzin and seconded by Jane Petrie to approve the payment of payroll checks dated 06/27/19 in the amount of \$43,376.18 and 07/11/19 in the amount of \$42,112.39. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: Rich informed the Board further that the fundraising is doing well and that we are close to our goal. He discussed with the Board future fundraising ideas.

Public relations: none

Evaluation Committee: Jordan would like the Director's evaluation form filled out and returned to him on or before August 6th. He will then compile the information and present the results at the August 20 Board meeting.

NEW BUSINESS: none

OLD BUSINESS: none

STRATEGIC PLANNING/TASK FORCE:

BOARD COMMENTS: The LACASA Garden Tour was a great success here at the Library. Everyone loved it. Patrick thanked all the Committees and considers that the system is working much better.

ADJOURNMENT: This meeting adjourned at 7:55 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, August 6, 2019

Next Board Meeting: Tuesday, August 20, 2019

Brighton District Library
Board of Trustees Meeting Minutes
August 20, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jane Petrie, Jordan Genso, Kathryn Poppy, Rich Perlberg and Arla McPeek.

Absent: none.

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski.

APPROVAL OF THE AGENDA: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Arla McPeek and seconded by Kathryn Poppy to approve the July 16, 2019-Board Meeting minutes. Motion carried.

Moved by Arla McPeek and seconded by Kathryn Poppy to approve the August 6, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: Ed, Assistant Director, updated the Board on the renovations. The staff area and the service desk is almost completed. The construction crew has been working really well.

PRESIDENT'S REPORT: Patrick thanked Ed for stepping in while Cindy is on maternity leave and communicating with the Board.

DIRECTOR'S REPORT: Eagle Scout Jayson York and his troop built chairs and a picnic table for the Library. We've received a lot of compliments on the work that was done. President McDonald would like a thank you letter sent to Jayson.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0042: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$70,008.54 dated 08/20/19. Motion carried.

Resolution #19-0043: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 07/25/19 in the amount of \$42,930.31 and 08/06/19 in the amount of \$43,501.32. Motion carried.

Resolution #19-0044: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Charter Millage Levy for 2019-2020 at 0.6549 mills and the voted Millage Levy for 2019-2020 at 0.2153 mills. Motion carried.

FY 2019-2020 Draft budget: The Board discussed the proposed budget for next fiscal year. The budget will be approved at the September Board meeting.

Policy/Personnel: Jordan discussed the Director's evaluation with the Board. The Board agreed that Cindy is doing a wonderful job.

Resolution #19-0045: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve a raise for the Director equivalent to Library staff raises which will be decided through the budget process. Motion carried.

Building/Technology: none

Planning/Fundraising: At the completion of the Connect, Grow, Discover Together fundraiser we have collected \$27,363. The Board talked about future fundraisers.

Public relations: none

NEW BUSINESS: none

OLD BUSINESS: Director Cindy Mack informed the Board that she will be returning to work part-time September 3 and returning full-time by the end of September.

BOARD COMMENTS: Jim brought forward a new phone app called PulsePoint. This service uses mobile phone apps to notify CPR-trained people that help is needed nearby, as well as the locations of the nearest AEDs. The notices will go to people who have the application on their phone, whether they are emergency personnel or not. Since the Library has an AED Jim suggested the Library consider being a part of this new service.

ADJOURNMENT: This meeting adjourned at 8:39 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, September 3, 2019

Next Board Meeting: Tuesday, September 17, 2019

Brighton District Library
Board of Trustees Meeting Minutes
September 17, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jordan Genso, Arla McPeek, Kathryn Poppy and Rich Perlberg.

Absent: Jane Petrie

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski,

Guest: Jayson York, Eagle Scout Troop #305, Sue and Ray York and Advisors on the project.

APPROVAL OF THE AGENDA: Moved by Jim Muzzin and seconded by Arla McPeek. Motion carried.

PUBLIC COMMENTS: Jayson York, from Eagle Scout Troop #305, was presented a certificate on behalf of the Board of Trustees to thank him for his work on the picnic table, two Adirondack chairs and two benches in front of the Library. Jayson raised approximately \$1,500 to fund this project. He also donated \$275 from the balance of the unused funds. Jayson thanked Cindy Mack and Diana Dart for their help with the design of the project. Mayor Jim Muzzin suggested Jayson consider contacting the city about receiving a mayoral proclamation as well.

APPROVAL OF THE MINUTES: Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the August 20, 2019-Board Meeting minutes. Motion carried.

Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the September 17, 2019-Committee Meeting minutes. Motion carried.

PUBLIC HEARING ON THE ADOPTION OF THE 2019-2020 BUDGET:

***Close Board meeting:** Moved by Kathryn Poppy and seconded by Jordan Genso to close the regular Board meeting. Motion carried.

***Open Public Hearing for Budget:** Moved by Kathryn Poppy and seconded by Jordan Genso to open the public hearing for the budget: Motion carried

***Public comment:** None

The Board discussed the budget. Jim Muzzin commented that he stands behind this Budget. Great Job to Kristine and Cindy.

***Close Public Hearing:** Moved by Kathryn Poppy and seconded by Jordan Genso to close the public hearing. Motion carried.

REOPEN BOARD MEETING: Moved by Kathryn Poppy and seconded by Jordan Genso to approve the reopening of the regular Board meeting. Motion carried.

STAFF COMMENTS: Ed Rutkowski discussed the moving of the shelves. The Board discussed possibly having a ribbon cutting event for the Library.

PRESIDENT'S REPORT: none

DIRECTOR’S REPORT:

- Cindy thanked Kristine Kerttu, the Library’s Accountant, and Ed Rutkowski for the help in the budget process.
- Cindy discussed the renovation budget and timeline.
- FY 2019-2020 goals will be presented to the Board at October’s meeting.
- The Livingston County Public Libraries Directors and Trustees Education event will be hosted by Hartland’s Cromaine District Library this year. The event will be held on Thursday, October 24, 2019. Cindy encouraged the Board to attend. Please let her know.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0047: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$29,030.15 dated 09/17/19. Motion carried.

Resolution #19-0048: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 08/22/19 in the amount of \$41,936.30 and 09/05/19 in the amount of \$40,378.69. Motion carried.

Resolution #19-0049: Moved by Jim Muzzin and seconded by Arla McPeek to approve the 2019-2020 General Fund Summery Budget and Capital Fund Budget dated 09/17/19. Motion carried.

Policy/Personnel: none

Building/Technology: none

Planning/Fundraising: none

Public relations: Kathryn commented how great it was that Jennifer Osborne attended the homelessness workshop. Jennifer will be speaking at the staff in-service on what she learned at this workshop.

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: Rich inquired about the new tariffs overseas and if this has affected costs of materials. Cindy informed the Board that it won’t affect construction costs, but there might be increases in furniture costs. Jordan commented about the awkwardness of the one point of service desk. Patrons are not sure where to stand. Cindy informed him that two tables are missing and once they arrive, we will be able to better address this issue.

ADJOURNMENT: This meeting adjourned at 8:03 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, October 1, 2019

Next Board Meeting: Tuesday, October 15, 2019

Brighton District Library
Board of Trustees Meeting Minutes
October 15, 2019

CALLED TO ORDER: The meeting was called to order at 7:30 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jane Petrie, Jordan Genso, Arla McPeek and Rich Perlberg.

Absent: Kathryn Poppy.

Staff: Cindy Mack, Director, Ed Rutkowski, Assistant Director.

APPROVAL OF THE AGENDA: Moved by Jordan Genso and seconded by Jim Muzzin to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Rich Perlberg to approve the September 17, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Rich Perlberg to approve the October 1, 2019-Committee Meeting minutes. Motion carried.

PUBLIC COMMENTS: none

STAFF COMMENTS: The Staff comments will begin in January 2020.

PRESIDENT'S REPORT: Patrick McDonald stated that it's been his pleasure to be the President of this Board and is honored to meet with Cindy before the meetings.

DIRECTOR'S REPORT:

- Cindy talked about the Staff In-service. The main discussion was on customer services, including trainings related to the self-check outs and the new service desk.
- The renovation timeline was discussed. The Youth Department was closed today and should be open by noon tomorrow.
- Drawings of the play structure for the Youth Department were handed out. The Youth room furnishings will be done by TMC, as well. Major furniture for the Library will be ordered in the next fiscal year budget.
- The collection shifting is starting to get back in order. Thanks to Shelver II's and the Technical Services Department for their help in this process.
- Draft goals for FY 2020 were discussed. Cindy feels comfortable with these goals, but asked the Board to review them and email her with any feedback.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0051: Moved by Jim Muzzin and seconded by Jordan Genso to approve the claims docket in the amount of \$24,731.42 dated 10/15/19. Motion carried.

Resolution #19-0052: Moved by Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated 09/19/19 in the amount of \$40,631.94 and 10/03/19 in the amount of \$42,123.64. Motion carried.

Policy/Personnel: Chairperson Jane Petrie-none

Building/Technology: Chairperson Arla McPeek-none

Planning/Fundraising: Chairperson Rich Perlberg-Discussed doing another fundraiser in 2021. The Board would like to do a cutting ribbon event next spring for the “new library”. Jordan thought that we should do before and after pictures for the community to see.

Public relations: Chairperson Kathryn Poppy-Cindy informed the Board that there will likely be a meeting before the November Board meeting.

OLD BUSINESS: none

NEW BUSINESS: none

STRATEGIC PLANNING/TASK FORCE: none

BOARD COMMENTS: none

ADJOURNMENT: This meeting adjourned at 8:04 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, November 5, 2019

Next Board Meeting: Tuesday, November 19, 2019

Brighton District Library
Board of Trustees Meeting Minutes
November 26, 2019

CALLED TO ORDER: The meeting was called to order at 7:31 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jim Muzzin, Jordan Genso, Kathryn Poppy, Jane Petrie, Arla McPeek and Rich Perlberg.

Absent: none

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Media Relations Coordinator Margaret Vergith and Head of Collections and Public Relations Sarah Neidert.

APPROVAL OF THE AGENDA: Moved by Rich Perlberg and seconded by Jane Petrie to approve the agenda as presented. Motion carried.

PUBLIC COMMENTS: none.

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Arla McPeek to approve the October 15, 2019-Board Meeting minutes. Motion carried

Moved by Jim Muzzin and seconded by Arla McPeek to approve the November 5, 2019-Committee Meeting minutes. Motion carried.

STAFF COMMENTS: Sarah and Margaret discussed the Marketing/Public Relations goals for the Library next year. Margaret writes all the press releases/advertising for the Library. The landscape in advertising has changed. The PR Committee would like to do a study on how people have heard about us. We do use many social media platforms to get our word out to the community. The Board thanked them for coming and for the great job they are doing.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT:

- The renovations are wrapping up. Cindy was very pleased with Contracting Resources. They were great to work with. She would like to schedule a building committee meeting to discuss shelving and furniture.
- The Holiday Open House is Saturday, December 7th.
- Cindy touched base on the Library Privacy Act and the possible changes to this legislation.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0054: Moved by Jim Muzzin and seconded by Jane Petrie to approve the claims docket in the amount of \$249,147.26 dated 11/26/19. Motion carried.

Resolution 19-0055: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 10/17/19 in the amount of \$40,992.04 and 10/31/19 in the amount of \$41,894.02 and 11/14/19 in the amount of \$41,880.51. Motion carried.

Resolution #19-0056: After the Board discussed the budget amendments, moved by Jim Muzzin and seconded by Arla McPeck to approve the 2018/2019 Budget Amendments. Motion carried.

Policy/Personnel: Will need to schedule a meeting in December for one policy revision.

Building/Technology: none

Planning/Fundraising: none

Public relations: Kathryn thought the PR Committee had a very productive meeting before the Board meeting and is looking forward to meeting Neal Parr, the new Social Media Librarian.

Strategic Planning/Task Force: The Board discussed the FY19-20 Goals.

Resolution #19-0057: Moved by Jim Muzzin and seconded by Jordan Genso to accept the 2019-2020 Strategic Goals. Motion carried.

OLD BUSINESS: none

NEW BUSINESS: Nominating Committee for FY2020 was discussed. Jim Muzzin, Jane Petrie and Patrick McDonald agreed to be on this committee.

BOARD COMMENTS: Kathryn wished everyone a Happy Thanksgiving. Jordan informed the Board that he won't be able to attend December 3, 2019 Board meeting.

ADJOURNMENT: This meeting adjourned at 8:19 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, December 3, 2019

Next Board Meeting: Tuesday, December 17, 2019

Brighton District Library
Board of Trustees Meeting Minutes
December 17, 2019

CALLED TO ORDER: The meeting was called to order at 7:35 by President Patrick McDonald.

ATTENDANCE: Present: President Patrick McDonald, Jordan Genso, Jim Muzzin, Jane Petrie and Arla McPeek.

Absent: Kathryn Poppy.

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski.

APPROVAL OF THE AGENDA: Moved by Arla McPeek and seconded by Jim Muzzin to approve the agenda as presented. Motion carried.

PUBLIC COMMENTS: none

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the November 26, 2019-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Jane Petrie to approve the December 3, 2019-Committee Meeting minutes. Motion carried.

STAFF COMMENTS: none

PRESIDENT'S REPORT: Patrick wished everyone a Merry Christmas.

DIRECTOR'S REPORT:

- Cindy and the Board discussed the revised meeting room policy.
- While Cindy and Ed are out of town during the holidays, Jen Osborne, Head of Adult Services, in be the charge.
- Cindy informed the Board that there will be no Friday update this week.
- The Nominating Committee will meet and recommend the 2020 Slate of Officers, which will be approved at the January 7, 2020 meeting.
- Cindy informed the Board that next year's floating holiday will be the day after Thanksgiving, November 27, 2020. The Library will be closed that day.
- The staff holiday event will be on January 24. Cindy hoped the Board can join us.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #19-0058: Moved by Jim Muzzin and seconded by Arla McPeek to approve the claims docket in the amount of \$108,917.53 dated 12/17/19. Motion carried.

Resolution 19-0059: Moved by Jim Muzzin and seconded by Jordan Genso to approve the payment of payroll checks dated 11/27/19 in the amount of \$42,295.99 and 12/12/19 in the amount of \$40,810.85. Motion carried.

Building/Technology: Arla gave a building committee meeting summary.

Planning/Fundraising: none

Public relations: Will schedule a committee meeting in January.

Policy/Personnel: none

Strategic Planning: none

OLD BUSINESS: none

NEW BUSINESS: The Board discussed the open Board position. The Board would like to possibly start interviewing the February.

BOARD COMMENTS: The Board wishes everyone a Happy Holiday. Jordan gave kudos to the Youth Department for the great service they provide. Patrick thanked the staff for the hard work they do.

ADJOURNMENT: This meeting adjourned at 8:00 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, January 7, 2020

Next Board Meeting: Tuesday, January 21, 2020