

Brighton District Library
Board of Trustees Meeting Minutes
January 21, 2020

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

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

Absent: Jordan Genso.

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski, Laurie Walters, Youth Services Librarian.

Guest: Phillip Smith, Prospective Board member

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

PUBLIC COMMENTS: none

APPROVAL OF THE MINUTES: Moved by Patrick McDonald and seconded by Kathryn Poppy to approve the December 17, 2019-Board Meeting minutes. Motion carried.

Moved by Patrick McDonald and seconded by Kathryn Poppy to approve the January 7, 2020-Committee Meeting minutes. Motion carried.

STAFF COMMENTS: Laurie Walters, Youth Services Librarian, gave a little history about herself. She has worked here for 6 years. Her responsibility is ordering audio books, juvenile fiction and juvenile graphic novels. Laurie also hosts many children programs. Laurie updated the Board on the playscape plans and showed them a few of the planned accessories. The Board thanked Laurie for coming and for the great job she is doing.

PRESIDENT'S REPORT: President McPeek thanked the nominating committee for the confidence in her to service as president. She will present the committee assignments once the new Board member is selected to place them on the appropriate committees.

DIRECTOR'S REPORT:

- The building renovations final bill is in the claims docket. Cindy expressed how happy she was working with Contractor Resources. They did an exceptional job. The shelving issues has been resolved.
- Cindy updated the Board on the audit findings.
- Tax revenues are coming in.
- Donation amounts from the annual appeal were comparable to last year.
- Cindy asked the Board if they are interested in attending the GBACC annual meeting on February 6. Let her or Sue know.
- Cindy informed the Board about the alarm being triggered on Saturday, January 18 at 10:00 p.m. We will review the security cameras and will keep the Board posted of any incidents that might have occurred.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #20-0004: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the payment of bills based on claims docket in the amount of \$48,294.81 dated 01/21/2020. Motion carried.

Resolution #20-0005: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the payment of payroll checks dated 12/26/19 in the amount of \$43,214.70 and 01/09/20 in the amount of \$40,504.34. Motion carried.

Building/Technology: Arla gave a brief update.

Planning/Fundraising: none

Public relations: Will schedule a meeting soon.

Policy/Personnel: none

Strategic Planning: none

OLD BUSINESS: The Board discussed the prospective candidates. The Board decided by consensus to interview Philip Smith, Caitlyn Dial, Barbara Hardesty and Kara Shuell. Cindy will contact them to schedule an interview for next month.

NEW BUSINESS: none

BOARD COMMENTS: Arla thanked Patrick for his leadership as President for the past two years.

ADJOURNMENT: This meeting adjourned at 8:28 p.m.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, February 4, 2020

Next Board Meeting: Tuesday, February 18, 2020

Brighton District Library
Board of Trustees Meeting
Minutes
February 18, 2020

Swearing in Caitlyn Perry Dial by Honorable Michael Hatty.

CALLED TO ORDER: The meeting was called to order at 7:40 by President Arla McPeek.

ATTENDANCE: Present: President Arla McPeek, Jordan Genso, Patrick McDonald, Caitlyn Dial, and Jim Muzzin.

Absent: Kathryn Poppy and Jane Petrie.

Staff: Director Cindy Mack and Assistant Director Ed Rutkowski

Guest: Seth Penchansky, Daniels & Zermack Architects

APPROVAL OF THE AGENDA: Moved by Patrick McDonald and seconded by Jim Muzzin to approve the agenda with the change to move Seth Penchansky, from Daniels & Zermack Architects, after the approval of the agenda. Motion carried.

OLD BUSINESS: Seth Penchansky, Daniel & Zermack Architects, discussed with the Board the renovation completion and overall budget. The purchasing of furniture and signage was discussed. The Building Committee will finalize furniture over the coming weeks. The Board thanked Seth for coming.

PUBLIC COMMENTS: none

APPROVAL OF THE MINUTES: Moved by Jim Muzzin and seconded by Caitlyn Dial to approve the January 21, 2020-Board Meeting minutes. Motion carried.

Moved by Jim Muzzin and seconded by Caitlyn Dial to approve the February 4, 2020-Committee Meeting minutes. Motion carried.

STAFF COMMENTS: none

PRESIDENT'S REPORT: President McPeek discussed the committee assignments.

DIRECTOR'S REPORT:

- Cindy gave an updated report on the 2020 Annual Appeal.
- Cindy discussed with the Board changes to the Shared System Automation including renewals, fines and fees.
- Cindy will be at the PLA Conference from February 26 through February 28.
- The Relax in the Stacks event will be held on Friday, May 29th. This event is a thank you to our donors, volunteers and dignitaries.
- The ribbon cutting event is scheduled for the same day as our SummerFest.
- Cindy informed the Board that Sue, our Administrative Assistant and Recording Secretary for the Board will be transferring to the Technical Services Department. The Administration and Board will miss her.

COMMITTEE REPORTS:

Budget/Finance:

Resolution #20-0008: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims docket in the amount of \$251,398.95 dated 02/18/20. Motion carried.

Resolution#20-0009: Moved by Jordan Genso and seconded by Caitlyn Dial to approve the payment of payroll checks dated 1/23/20 in the amount of \$43,544.91 and 02/06/20 in the amount of \$43,949.27. Motion carried.

Building/Technology: Jordan discussed the renovation budget with the Board. He questioned the increase in architecture fees. Cindy explained that Seth had to be lead architect since his associate had resigned from their position with Daniel & Zermack. This brought the slight increase in the fees. It was suggested that the Library send a letter to companies involved with the renovation asking for a donation.

Planning/Fundraising: Chairperson Patrick McDonald said they haven't met yet but will schedule a meeting soon.

Public Relations: The committee will be meeting before the March 17 Board meeting.

Policy/Personnel: Have not met yet. The 400 Policies will be reviewed in the spring.

Strategic Planning: Cindy should have the updated goals in the next Board packet.

NEW BUSINESS: none

BOARD COMMENTS: The Board welcomed Caitlyn to the Brighton District Library Board of Trustees.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Patrick McDonald to adjourned this meeting at 8:30 p.m. Motion carried.

Respectfully submitted,

Susan Wilson, Recording Secretary
Brighton District Library

NEXT MEETING:

Next Committee Meeting: Tuesday, March 3, 2020

Next Board Meeting: Tuesday, March 17, 2020

**BRIGHTON DISTRICT LIBRARY EMERGENCY MEETING
BOARD MEETING MINUTES
March 13, 2020, 10:00 A.M.**

CALLED TO ORDER: Arla McPeek called the meeting to order at 10:02 a.m.

ATTENDANCE: Arla McPeek, Patrick McDonald, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial (Absent: Jane Petrie).

Staff: Director Cindy Mack.

Public: None

Resolution 20-0013: Moved by Jordan Genso and seconded by Jim Muzzin that due to the unprecedented global pandemic, all staff will be paid for their scheduled hours for the duration of the Library's emergency closure; this is a temporary revision to Policy #110, Part E. Motion carried.

Director Cindy Mack recommended that a pandemic policy be created for any possible future events.

Discussion was held regarding the use of the word "temporary" and the length of time the library would be closed. Also, the extent to which the director has discretion to make related decisions during this temporary period was also discussed.

Resolution 20-0014: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to cancel the Board's scheduled meeting on March 17, 2020 and reschedule the meeting for Friday, April 3, 2020 at 5:00 p.m. Motion carried.

Jordan Genso will work with staff for the signing of bills.

Resolution 20-0015: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,851.00 and retain those dollars in the BDL-Endowment fund. Motion carried.

BOARD COMMENTS: No additional comments at this time.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Dial to adjourn the meeting at 10:31 a.m. Motion carried.

Respectfully Submitted,

Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
April 21, 2020

CALLED TO ORDER: Arla McPeek called the meeting to order at 7:31 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Patrick McDonald, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Jane Petrie.
Absent: None. Staff: Director Cindy Mack, Ed Rutkowski, Jennifer Osborne. Public: None.

APPROVAL OF AGENDA: Moved by Patrick McDonald. Seconded by Caitlyn Perry Dial. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Moved by Jim Muzzin. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: None

PRESIDENTS REPORT: The deadline for declaring candidacy for the November 2020 election is July 16.

DIRECTORS REPORT: Virtual programming is being prepared for Summer Programs, if needed. Summer newsletter was discontinued for 2020. Funding went to bolster online materials. Library re-opening plans are trickling in from local, state and national levels: a phased approach that phases in staff first is under discussion. COVID and Infectious disease policies have been drafted by an attorney.

RESOLUTION 20-0022: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Infectious Disease Policy as presented by staff and recommended by the library's attorney. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0019: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket in the amount of \$22,814.37 dated April 20, 2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0020: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated April 13, 2020 in the amount of \$41,905.13. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0021: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy to approve the cancellation of the Board's scheduled meeting on May 5, 2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Thank you Caitlyn Perry Dial for reading a book for story time on Facebook. One of WHMI's Jon King's children books might be appropriate to share on Facebook as well. Patrick McDonald has penned a book, published in January entitled, "God Love You."

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 8:12 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
May 19, 2020

CALL TO ORDER: Arla McPeek called the meeting to order at 7:30 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald.
Absent: Jane Petrie. Staff: Director Cindy Mack, Ed Rutkowski, and Jennifer Osborne. Public: Rich Perlberg.

APPROVAL OF AGENDA: Moved by Kathryn Poppy. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: The board greeted Rich Perlberg as a member of the public.

STAFF COMMENTS: Assistant Director Ed Rutkowski offered some Zoom tips from the new software update.

PRESIDENTS REPORT: None.

DIRECTORS REPORT: Remote meetings will continue to be allowed through June per Executive Order by the Governor. Thoughtful and creative summer programming is underway. Expected revenue was discussed; a fair amount of savings is expected in operating costs and utilities despite potential shortfalls. There is some cushion to offset losses. The State has asked that Covid-19 Preparedness policies be adopted; recommended policies are up for discussion, written by the attorney. Changes to patron behavior policies have been recommended by the attorney and the policy committee will be meeting soon for discussion. Fish tank is delivered; waiting for re-opening to introduce fish.

RESOLUTION 20-0023: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims dockets in the amount of \$181,565.22 dated 4/28/2020 and \$48,073.35 dated 5/18/2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0024: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated 4/30/20 in the amount of \$41,525.29, and 5/14/2020 in the amount of \$41,344.74. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

PUBLIC RELATIONS COMMITTEE REPORT: Kathryn Poppy offered thanks to staff for the excellent information flow to the public during Covid-19.

RESOLUTION 20-0025: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the Library's Covid-19 Reopening Policy, including Exhibit A, the Library's Reopening Plan. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0026: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Library's Covid-19 Preparedness and Response Plan approved as changed in the latest email. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0027: Moved by Kathryn Poppy and seconded by Jim Muzzin to approve the re-opening of the Library for curbside services as soon as restrictions are lifted and we are legally able to begin providing such services. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Jim Muzzin commended staff and the leadership of Cindy Mack during Covid-19. Kathryn Poppy showed the board her copy of Patrick McDonald's book entitled, "God Love You" and complimented Patrick on the format. Patrick offered to sign the book.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:10 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
June 16, 2020

CALL TO ORDER: Arla McPeek called the meeting to order at 7:32 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald, Jane Petrie.
Staff: Director Cindy Mack, Ed Rutkowski, and Jennifer Osborne.

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial. Seconded by Jim Muzzin. Genso-[not yet arrived], McDonald-[not yet arrived], McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Approval of the minutes from May 19, 2020 moved by Patrick McDonald. Seconded by Caitlyn Perry Dial. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None.

STAFF COMMENTS: None.

PRESIDENTS REPORT: McPeek asked about curbside usage. Most early pickup slots are filled, and service remains busy most of the day. Usage numbers will be reported.

DIRECTORS REPORT: Curbside service was successfully launched June 8. Plans are to open the building with restrictions July 6. Modifications of the Preparedness and Response Plan were needed to comply with Executive Orders. AC units have been tied to the HVAC system and the last of furnishings are arriving over the next several weeks. The 400s series of library policies has been distributed to the Policy committee, hoping they may be presented at the July board meeting.

RESOLUTION 20-0028: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims dockets in the amount of \$9,322.69 dated 5/26/2020 and \$66,354.08 dated 6/15/2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0029: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the payment of payroll checks dated 5/28/20 in the amount of \$41,094.08, and 6/11/2020 in the amount of \$40,771.60. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

POLICY COMMITTEE REPORT: Jim Muzzin reported that the committee had a preliminary review of the proposed changes to 400s policies.

NEW BUSINESS:

Director Evaluation: Jim Muzzin will chair the evaluation committee, joined by Jordan Genso. A 360 evaluation process will be used. Muzzin has experience with such. Committee will make arrangements to get feedback from library staff and community entities.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Jordan Genso to adjourn the meeting at 8:12 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Edward Rutkowski, Acting Recording Secretary
Assistant Library Director

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
July 21, 2020**

CALL TO ORDER: Arla McPeek called the meeting to order at 7:30 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald, Jane Petrie.
Absent: None
Staff: Director Cindy Mack, Jennifer Osborne and Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Jim Muzzin. Seconded by Jordan Genso. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Approval of the minutes from July 7, 2020 moved by Patrick McDonald. Seconded by Jordan Genso. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: None

PRESIDENTS REPORT: None

DIRECTORS REPORT: The projection of revenue for 2021 includes a rising tax revenue but declining revenue from fines and fees, penal fines, state aid, and the Friends of the Library donations. The PPT projection for 2021 looks steady so we anticipate maintaining a status quo budget for the next fiscal year. Due to an increased demand for digital downloads, and the Library of Things collection, we may need to shift funding to those areas. There is \$256,000.00 in the Capital Fund budgeted this fiscal year and next year we plan on putting a similar amount towards future building projects. The boiler needs to be replaced in the coming years and utility costs are unpredictable. Administration continues to work on the budget and a draft will be presented to the Board at our next meeting. Summer program attendance is down but solid in the face of COVID-19. The Library's primary goal for 2020 is to ensure that the public is safe during the COVID-19 pandemic. Setting long term goals for 2021 remains a challenge. Cindy continues to work on the MLA Advocacy and Legislative Committee and the United Way's Community Investment Council. The July 6, 2020 reopening was successful. Many parts of the Library are still closed to the public, especially shared spaces (e.g., computers). COVID-19 infection rates in the county are creeping up. Our new COVID policy appears successful in keeping staff and patrons safe so far.

RESOLUTION 20-0031: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims dockets dated July 21, 2020, in the amount of \$64,640.92. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0032: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated June 25, 2020, in the amount of \$41,335.54. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

POLICY/PERSONNEL COMMITTEE REPORT: Jim Muzzin and Jordan Genso met with the management team for a 360 Review of the director. Please return Director Evaluations to Jim Muzzin by August 1, 2020. They can be mailed to Jim or left at the Library in Diana Dart's mailbox. The 400 Patron Policy has been revised.

RESOLUTION 20-0033: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the Revised 400 Patron Policies. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial said that all of the current Library Trustees are on the November 2020 ballot. There is one challenger. Jordan Genso visited the Howell Carnegie District Library. They are allowing patrons in the building for one-hour visits and are not busy. Arla McPeek reported that the Grand Haven (Loutit Public) Library is open for curbside service only with no plans to open the building. Patrick McDonald said that he finds the lack of human contact (Zoom meetings) challenging and that he misses seeing everyone. Kathryn Poppy encouraged everyone to get outside and enjoy the restorative effects of nature.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:11 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, August 4, 2020
Board Meeting – Tuesday, August 18, 2020

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
August 18, 2020

CALL TO ORDER: Arla McPeek called the meeting to order at 7:30 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald, Jane Petrie.
Absent: None
Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial. Seconded by Jordan Genso. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Approval of the minutes from August 4, 2020 moved by Jim Muzzin. Seconded by Jordan Genso. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: Ed Rutkowski reported that the daily operations of the Library under Phase 4 of the Reopening Plan are holding steady. The staff is adjusting well to the changes.

PRESIDENTS REPORT: None

DIRECTORS REPORT: The Staff Inservice, traditionally held on Columbus Day, will be virtual this year. The Library will be closed to the public on Monday, October 12, 2020, to accommodate the training that will include an all-staff meeting and online training modules that will address problematic behavior from patrons experiencing homelessness, mental illness, addition or trauma. We look forward to returning to the stated pre-pandemic goals for 2020 and to slowly adding back more onsite and interactive programming as the circumstances allow. Due to the unexpected accommodations for the COVID-19 pandemic, many of those goals will carry over into the coming year. A mid-year review of the 2019-2020 Budget has revealed that the library is likely to experience a revenue shortfall due to reduced fines, fees and a drop in the Friends of the Library donations. The loss is expected to be offset by changes in staffing, lower programming costs and penal fine revenue that was significantly higher than anticipated. A draft 2020-2021 budget and accompanying memo detailing the operating budget highlights is available. An intensive study of the predicted revenue streams, the daily operations and staffing levels has resulted in an optimistic outlook for the 2020-2021 budget. Major expenses will include replacing the front doors, improving the building façade and resurfacing the parking lot. The proposed budget also includes a cost-of-living increase for staff. A Building Committee meeting will be scheduled in early September to prioritize the projects for the fall and to begin formally discussing projects to address next year. The State of Michigan is requiring changes to the Uniform Chart of Accounts over the course of the 2020 and 2021 fiscal years so we recommend remaining with our current auditor for this transition. Melcat went live on August 10 although some libraries have opted out of participation at this time resulting in limited access to interlibrary loan requests. The Library is participating in the Brighton Garden Club's Great Gnome Family Scavenger Hunt in Millie's Garden through September 30, 2020. To observe the Labor Day Holiday, the Library will be closed Sunday, September 6 and Monday September 7, 2020.

BUDGET & FINANCE COMMITTEE REPORT: A brief discussion was held on the design and consultation fees charged by Daniels and Zermack.

RESOLUTION 20-0035: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims dockets dated August 18, 2020 in the amount of \$56,034.07. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0036: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated July 23, 2020, in the amount of \$42,195.77 and dated August 6, 2020, in the amount of \$42,530.91. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

PUBLIC RELATIONS COMMITTEE REPORT: Chairperson Kathryn Poppy complimented the Library's Facebook page, notably the interactive children's and young adult elements.

POLICY/PERSONNEL COMMITTEE REPORT: Chairperson Jim Muzzin thanked the participants of the 360 Review process of the director that included evaluations from stake holders, staff members, and Library Trustees. He concluded that the responses hailed Cindy Mack as an excellent director. She has the respect of her staff and community partners who praise her energy and passion for the job. Cindy gave credit to her team and to the Board of Trustees for supporting her to continue the work of serving a community that values their library.

OLD BUSINESS: None

NEW BUSINESS: Members reviewed the recommendation that the auditing services of Maner Costerisan be renewed.

RESOLUTION 20-0037: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to accept the terms detailed in the Maner Costerisan's August 11, 2020 engagement letter and commit to a three-year term for auditing services. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Patrick McDonald congratulated Cindy on a great job. Jordan Genso commented on the upcoming challenge of school reopening amidst the COVID-19 pandemic. Kathryn Poppy reported that her family's COVID-19 experience "passed mildly." Caitlyn Perry Dial announced that Michigan State University was transitioning from in-person to virtual learning this semester because of the pandemic. Jane Petrie said that she misses seeing everyone. Everyone agreed.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:43 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, September 1, 2020
Board Meeting – Tuesday, September 15, 2020

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
September 15, 2020**

CALL TO ORDER: Arla McPeek called the meeting to order at 7:30 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald, Jane Petrie.
Absent: None
Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart
Public: Susan Bakhaus

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: Arla McPeek welcomed Susan Bakhaus, community member, to the meeting.

APPROVAL OF MINUTES: Approval of the Board Meeting minutes from August 18, 2020 and Committee Meeting minutes from September 1, 2020 moved by Jim Muzzin. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC HEARING ON THE ADOPTION OF THE 2020-2021 BUDGET: Moved by Kathryn Poppy to close the Board meeting and open the public hearing for the 2020-2021 budget. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC HEARING COMMENTS: Cindy Mack re-capped the budget process stating that no changes have been made since the August Board meeting where details of the plans were discussed.

REOPEN BOARD MEETING: Moved by Jordan Genso to close the Public Hearing on the 2020-2021 Budget and reopen the Board meeting. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Ed Rutkowski reiterated his observation that the Library staff has adjusted well to the Phase 4 operations policy and appears to be quite comfortable in the workplace.

PRESIDENTS REPORT: None

DIRECTORS REPORT: An overview of the Phase 4 COVID-19 Pandemic Policy included updates on the patron daily door count, availability of study rooms and ancillary services, maintaining quarantine restrictions and adhering to the mask mandate and social distancing safety guidelines. Computers are not available to the public but Chromebooks and Hotspots can be checked out. (Kathryn Poppy congratulated Cindy on receiving the grant that funded the project.) Curbside pickup of Library materials is popular with patrons and will continue. Programming will remain virtual through December 2020 or until the state lifts guidelines restricting group gatherings. The Library will remain closed on Sundays until we move into Phase 5 due to staffing issues. Used book donations for the Friends of the Brighton District Library will not be accepted until we are operating under Phase 6. The Fall Programming Guide is now available to the public. The Library will be closed on Monday, October 14 for our annual staff in-service.

BUDGET & FINANCE COMMITTEE REPORT: Jordan Genso requested information about the Library's safety deposit box and a brief discussion ensued. Cindy Mack will investigate the origin of the safety deposit box and the items housed within. She will report her findings at the October Board meeting.

RESOLUTION 20-0039: Moved by Jordan Genso to approve the payment of bills based on claims docket dated September 15, 2020 in the amount of \$52,920.98. Seconded by Caitlyn Perry Dial. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0040: Moved by Jordan Genso to approve the payment of payroll checks dated August 20, 2020, in the amount of \$41,723.53 and dated September 3, 2020, in the amount of \$42,326.42. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-2041: Moved by Jim Muzzin to approve the Charter Millage Levy for 2020-2021 at 0.6488 mills and the voted Millage Levy for 2020-2021 at 0.2133 mills. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-2042: Moved by Caitlyn Perry Dial to approve the 2020-2021 General Fund Summary Budget and Capital Fund Budget dated September 15, 2019. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

OLD BUSINESS: None

NEW BUSINESS: In consideration of compensation for the Library Director for the next fiscal year, Jim Muzzin led a conversation about the results of a 360 evaluation of the Library Director that included glowing comments from staff, community partners and Board members. Jordan Genso complimented the director on her strong and steady leadership while completing the Library renovation and navigating the mandated guidelines amid the COVID-19 pandemic.

RESOLUTION 20-2043: Moved by Jim Muzzin to set monetary compensation for the Library Director at 2.3% (cost of living increase) plus an additional 2% of her salary in 2020-2021. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

The Library Director and Board discussed the possibility of a wage study of all Library employees.

ADJOURNMENT: Moved by Caitlyn Perry Dial to adjourn the meeting at 8:15 p.m. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, October 6, 2020

Board Meeting – Tuesday, October 20, 2020

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
October 20, 2020**

CALL TO ORDER: Arla McPeek called the meeting to order at 7:32 p.m.

ATTENDANCE: Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Caitlyn Perry Dial, Patrick McDonald, Jane Petrie.

Absent: None

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Approval of the agenda moved by Caitlyn Perry Dial. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Approval of the Board Meeting minutes from September 15, 2020 and Committee Meeting minutes from October 6, 2020 moved by Jim Muzzin. Seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: Cindy Mack stated that staff member reports will return to the Board meetings in the new year.

PRESIDENTS REPORT: None

DIRECTORS REPORT: Cindy Mack conveyed the news that the state's budget includes an increase to public libraries, due to the uncertainty of the economic forecast due to the COVID-19 pandemic. This change equates to approximately \$7,700 in additional revenue. Cindy confirmed with board members how they would like to receive board packets. The Reopening Plan has been updated to reflect the changes in the newly issued MDHHS order concerning gatherings, capacity, common areas and face coverings. Masks are still required to enter the facility. Cindy will consult with the Library's attorney before changes to this are made. Jordan Genso asked about the impact of open carry on Election Day as the library is an election precinct. The Library policy is to be compliant with open carry law. To avoid jeopardizing funding from the state, the Library must enforce state orders. Patrick McDonald inquired about the availability of Library rest rooms to the public. Cindy confirmed that in Stage 4 of the Reopening Plan and in compliance with ADA regulations, restrooms are open. There is a new shared system policy allowing checked out materials to automatically renew in most cases. There is a limit of two renewals. Exceptions occur if another patron has a hold on the item or if the Patron's account has been blocked. The renovation project is nearing completion with some final touches going on in youth services and reading rooms. Some remaining furniture and internal signage are underway. The Building Committee continues to meet for oversight of distribution of remaining funds. On October 12, the Library was closed to the public for the annual staff in-service (virtual) training. Fewer homeless people have been observed in the building during the pandemic.

RESOLUTION 20-0045: Moved by Jordan Genso to approve the payment of bills based on claims docket dated October 20, 2020 in the amount of \$37,921.55. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0046: Moved by Jordan Genso to approve the payment of payroll checks dated September 17, 2020, in the amount of \$42,375.66 and dated October 1, 2020, in the amount of \$40,318.09 and dated October 15, 2020 in the amount of \$40,658.08. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BUILDING & TECHNOLOGY COMMITTEE REPORT: Chairperson Jordan Genso asked for clarification about repairs to weather stripping in the building. Cindy reported that each exterior door has been inspected and repairs/improvements have been made to keep inclement weather out and keep interior air in to conserve energy.

PUBLIC RELATIONS COMMITTEE REPORT: Chairperson, Kathryn Poppy, commented that she is looking forward to the future when the Library is able to return to their full PR potential. She also encouraged everyone to purchase BDL bookbags as Christmas presents.

OLD BUSINESS: None.

NEW BUSINESS: The Management Team has drafted goals for 2020-2021 based on the Library's strategic plan and any existing goals that might have been thwarted this year due to the pandemic. Each year the goal's include communication and PR strategy, the collection, trending library services, continued coordination with schools and, once back in full force, in-person community events.

BOARD COMMENTS: Jordan Genso reported that the Library will be participating in "Trunk-or-Treat" at Hilton Elementary School on October 24. Patrick McDonald inquired about Halloween plans at the Library. Cindy said we are not doing in-person programs at the Library under Phase 4, but treats will be handed out to children in the Youth Department for any children that come into the building that day.

ADJOURNMENT: Moved by Patrick McDonald to adjourn the meeting at 8:27 p.m. Seconded by Jordan Genso. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, November 3, 2020

Board Meeting – Tuesday, November 24, 2020

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
November 24, 2020

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

ATTENDANCE: Jordan Genso (Brighton, Michigan), Patrick McDonald (Brighton, Michigan), Arla McPeek (Genoa Township, Michigan), Jim Muzzin (Brighton, Michigan), Caitlyn Perry Dial (Brighton, Michigan), Jane Petrie (Brighton, Michigan), Kathryn Poppy (Genoa Township, Michigan)

Absent: None

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: One person attending.

APPROVAL OF AGENDA: Moved by Patrick McDonald to approve the agenda. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial to approve the Board Meeting minutes from October 20, 2020 and Committee Meeting minutes from November 3, 2020. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: Ed Rutkowski is looking forward to the Thanksgiving holiday and wishes the Trustees a happy Thanksgiving as well.

PRESIDENTS REPORT: None

DIRECTORS REPORT: Cindy Mack discussed the decision to return the Library back to Phase 3 due to the surge in local and state-wide COVID-19 cases. The Michigan Department of Health and the Livingston County Health Department have reported a case load higher than the spike in the spring. Livingston County libraries have closed their buildings, as have local township, city and county offices. Safety of our staff and our patrons remains the top priority to avoid a total Library shut-down should COVID-19 spread among the employees. Curbside and online services remain available. Our patrons are taking advantage of these opportunities as demonstrated by the level of participation in our virtual programming, our digital download demand and visits to our social media sites. The tentative reopening date is December 10, 2020 but Cindy will research the many layers of guidance from local and state authorities to determine if this will be possible. The warranty covering our HVAC system with Covenant Environmental extends into the middle 2021. Request for bids for HVAC maintenance contracts will be sent out as we reach the end of the existing warranty. We will be completing staff evaluations as we move into the winter months.

COMMITTEE REPORTS:

BUDGET & FINANCE: Jordan Genso asked for clarification about the invoice from R. Gari Sign and Display listed on the claims docket for interior signage. Cindy emailed the second page of the invoice for elaboration and described the quality and cohesive look of the new signage.

RESOLUTION 20-0050: Moved by Jordan Genso to approve the payment of bills based on claims docket dated November 24, 2020 in the amount of \$62,433.77. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0051: Moved by Jordan Genso to approve the payment of payroll checks dated October 29, 2020, in the amount of \$43,425.42 and dated November 12, 2020, in the amount of \$51,692.16. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Cindy Mack reported that Library revenue from fines and fees and from the Friends of the Library donations were impacted by the COVID-19 restrictions this year. Conversely, alternative programming, services and savings in salaries have also resulted in decreased expenses. As such, our fund balance is expected to increase by over \$50,000 at yearend.

RESOLUTION 20-0052: Moved by Jim Muzzin to approve the 2019/2020 Budget Amendments as presented. Seconded by Caitlyn Perry Dial. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

PLANNING/FUNDRAISING: The Annual Appeal fundraiser began last week with letters and Thanksgiving greeting cards mailed to our existing donor database. This will be followed by a Library-wide email Appeal letter later this week. Cindy thanked the Fundraising Committee for their expertise and guidance with the project. \$5,500 has been collected to date.

PUBLIC RELATIONS: Chairperson Kathryn Poppy complimented the new winter virtual program brochure for its content and appearance.

NEW BUSINESS: Trustees re-elected to a three-year term on November 3, 2020 will take their oath of office before Judge Michael Hatty on December 14, 2020. It was discussed and decided that the 2019-2020 Board of Trustees slate of officers will present themselves for election to another one-year term at the January 20, 2021 meeting.

A recent amendment to the Michigan Open Meetings Act requires the Library to establish procedures for electronic participation during meetings.

RESOLUTION 20-0053: Moved by Jordan Genso to approve the Electronic Participation Procedure as presented. Seconded by Kathryn Poppy. Genso-aye, McDonald-abstain, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Jordan Genso commented on the quality of the new BDL branded fleece pull-over. Cindy conveyed her staff's enthusiasm about the new offerings. Patrick McDonald bid fellow Trustees a blessed and happy Thanksgiving. Jim Muzzin was impressed by the number of cars in the parking lot lining up for curbside service when we moved to Phase 3. Kathryn Poppy expressed that although it has been an odd year, there still many blessings to be thankful for.

RESOLUTION 20-0054: Moved by Patrick McDonald to cancel the December 1, 2020 committee meeting. Seconded by Kathryn Poppy. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

ADJOURNMENT: Moved by Patrick McDonald to adjourn the meeting at 8:16 p.m. Seconded by Jim Muzzin. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Meeting – Tuesday, December 15, 2020
Board Committee Meeting - Tuesday, January 5, 2021

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
December 15, 2020

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:32 p.m.

ATTENDANCE: Jordan Genso (City of Brighton), Patrick McDonald (Genoa Township), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Caitlyn Perry Dial (City of Brighton), Jane Petrie (City of Brighton), Kathryn Poppy (Genoa Township)

Absent: None

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the agenda. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Jim Muzzin to approve the Board Meeting minutes from November 24, 2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

OATH OF OFFICE / LIBRARY TRUSTEES: The Honorable Michael P. Hatty, Chief Judge, 44th Circuit Court of Livingston County, Michigan, first verified the legality of administering the Constitutional Oath of Office virtually. Judge Hatty congratulated Jordan Genso, Patrick McDonald, Arla McPeek and Caitlyn Perry Dial following the brief ceremony.

PUBLIC COMMENTS: None

STAFF COMMENTS: Ed Rutkowski reported that the staff is adjusting quite well to the new policies and procedures and is very busy with curbside service. Options were weighed for alternative Trustee email contacts listed on the Library website.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: The annual meeting of the Board of Trustees is January 5, 2020. Trustees will consider the proposed 2021 meeting schedule, the slate of officer candidates for the 2021 Board of Trustees and the dates of the holiday closures. A final walk-through with the architect and the construction manager concluded with no major concerns uncovered. A few minor issues, including a small number of wet ceiling tiles, will be investigated and corrected. With patron access to the Giving Tree restricted during the return to Phase 3, the staff took it upon themselves to grant 24 of the gift requests. The Toys for Tots collection box is being monitored by the circulation crew at the curb. Once again, the response from the community and staff has been overwhelming. The 2021 Annual Appeal was launched in mid-November and currently stands at \$12,065 with a 36% return rate from our donor base and a 1.5% return rate from a blast email appeal.

COMMITTEE REPORTS:

BUDGET & FINANCE:

RESOLUTION 20-0055: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims docket dated December 15, 2020 in the amount of \$35,831.82. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

RESOLUTION 20-0056: Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of payroll checks dated November 25, 2020, in the amount of \$42,182.74 and dated December 10, 2020, in the amount

of \$40,253.91. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

PUBLIC RELATIONS: Kudos were given to the staff by chairperson Kathryn Poppy for continuing to market the Library to the community during the pandemic.

OLD BUSINESS: None

NEW BUSINESS: The federal directive to provide two weeks of paid sick leave for COVID-19 related illness or exposure is about to expire. Cindy Mack touted the advantages of having this policy as it encourages/enables employees to stay at home and not expose the work force to the virus without economic penalty. The consensus among the Trustees is to wait until the Congress votes on this issue. If the extension is not approved, Cindy will seek legal advice.

BOARD COMMENTS: Caitlyn Perry Dial was at the Library this week and the curbside service was “buzzing” with patrons. She also visited with several staff members when she stopped in to sign her oath of office and said how nice it was to see people in person. Arla McPeek wished everyone a happy, healthy and safe holiday season. She used the Library’s curbside service and also noted how busy it was. Jim Muzzin observed 3-4 cars in line for curbside service when he was at the Library. Kathryn Poppy bid everyone Merry Christmas and Happy New Year.

Cindy Mack ended the meeting by adding that she will be monitoring the Michigan legislature to see if they vote to support the extension of virtual public meetings.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy to adjourn the meeting at 8:17 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Annual Board Meeting – Tuesday, January 5, 2021
Board Meeting - Tuesday, January 19, 2021