

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
January 19, 2021

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

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

STAFF COMMENTS: Ed Rutkowski noted that the majority of our visitors are coming inside the building for service now but crowding has not been an issue. Curb-side delivery has slowed considerably but it is still available. New cubicles will be replacing the ones that were not exchanged during the first phase of the staff workroom renovation.

PRESIDENT'S REPORT: Arla McPeek acknowledged the committee chairpersons and their members for an outstanding job in 2020. Committee assignments will remain the same in 2021.

DIRECTOR'S REPORT: Director Cindy Mack reiterated Ed Rutkowski's information that office cubicle replacement will get underway this week thus completing the renovation of the staff workroom space. Individual smaller pieces of furniture for the Library are still being delivered or are already in storage until the COVID-19 restrictions have been lifted. A discussion was held to acknowledge the changes in the recently updated Michigan Library Privacy Act. A librarian shuffle is planned to address the needs in both the Youth Services and the Adult Services departments. A search will begin for one full-time Youth Services librarian. The Annual Appeal will conclude at the end of January. Changes to the campaign have resulted in a \$4,275 increase (to date) over last year. Caitlyn Perry Dial, a fund development professional, requested a report with specific details allowing the next campaign to benefit from the experience. Patrick McDonald, Chairperson of the Planning/Fundraising Committee, encouraged everyone to contribute. The annual audit is underway. The majority of the work will be accomplished remotely due to COVID-19 protocols. New accounting software is needed and will be addressed in the 2022 budget. Two new STEAM kits have been added to the Youth Services department by three Girl Scout Cadettes seeking their Silver Awards. The Library's media relations specialist will follow up with a photo/press release.

COMMITTEE REPORTS:

BUDGET & FINANCE:

RESOLUTION 21-0005: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on a claims docket dated January 19, 2021 in the amount of \$25,999.73. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0006: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated December 24, 2020 in the amount of \$41,683.15 and dated January 7, 2021 in the amount of \$38,933.92. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PUBLIC RELATIONS: Chairperson Kathryn Poppy informed the Board this committee is scheduled to meet

at 6:30 p.m. on February 2, 2021.

NEW BUSINESS: An architectural planning session will be scheduled to discuss/plan the upgrade to the Library vestibule. Cindy Mack inquired about addressing the front entrance modernization project during the planning session with a goal of approaching the projects simultaneously. This met with Board approval.

BOARD COMMENTS: Arla McPeek complimented the Library's Youth and Teen online programs adding that the variety is fun and interesting. Jordan Genso checked out a Binge Box, one of the Library's new offerings, for his children and said they enjoyed the concept and the content. Kathryn Poppy thanked the Board for their accommodations during her recent absence. Caitlyn Perry Dial visited the new Youth Services department with her three-year-old son. Their experience was very positive. "Good work." Patrick McDonald praised the Board for a good meeting and good progress.

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

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, February 2, 2021
Board Meeting – Tuesday, February 16, 2021

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
FEBRUARY 16, 2021**

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

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

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the agenda. Genso-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. McDonald not present. Motion Carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Jim Muzzin to approve the Board meeting minutes from January 19, 2021 and February 2, 2021. Genso-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. McDonald not present. Motion Carried.

STAFF COMMENTS: Ed Rutkowski, Assistant Director/Network Administrator, provided an overview of the state of technology at the Library, much of which was made necessary by the COVID-19 pandemic procedures adopted by the Board in 2020. A new computer station was created in the building to provide safe-distance working conditions for staff and a defined express print-release computer for the public. With the installation of a new firewall and VPN software, designated staff can work from home with greater security. The lengthy process of becoming E911 Compliance certified is complete and includes a new cost-effective and modernizing phone contract. This service allows stream-lined 911 calls and enhanced safety features; other projects are ongoing. A budget-friendly purchasing rotation plan anticipates and addresses future technology needs. Ed has been at the Library for 20 years in March and has served in many capacities, including Interim Director.

DIRECTOR'S REPORT: Director Cindy Mack reported that staff evaluations will be completed by the management team by the end of the month. Health insurance costs will rise by 4.69% this year, well under the 10% budgeted amount. HR Manager, Kristine Kerttu, will appear at an upcoming Board meeting to provide information about the process of vetting insurance plans. The findings from the 2019-2020 audit are in and will be presented at the March Board meeting. There were significant savings in the 2019-2020 budget due, in part, to the imposition of COVID-19 pandemic protocols. The result is the ability to add substantially to the Library's Fund Balance. The 2021 Annual Appeal was a great success thanks to the collaboration between staff and Board. The spring 2021 brochure is out. Attendance for the adult virtual programs remains very high. Consideration is being given to continuing this format even after the pandemic restrictions are lifted. The Building Committee is scheduled to virtually meet with Seth Penchansky at 3:00 p.m. on Wednesday, March 3, 2021 to consider improvements to the building's exterior.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0008: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on a claims docket dated February 16, 2021 in the amount of \$260,960.32. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0009: Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of payroll checks dated January 21, 2021 in the amount of \$43,240.20 and dated February 4, 2021 in the amount of \$46,206.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald expressed his pleasure with the results of the Annual Appeal. Caitlyn Perry Dial agreed and added that the rate-of-return from our email push was right on target with accepted standards.

BOARD COMMENTS: Caitlyn Perry Dial complimented the Annual Appeal report and the details it provided. Arla McPeek had high praise for the Spring Events Brochure, "Both the design and the contents are awesome." Kathryn Poppy shared her experience of being Board President when Ed was Interim Director. She acknowledged Ed Rutkowski for his 20 years of service stating that he has always been professional, knowledgeable, and steady. Congratulations and compliments to Ed were expressed all around.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:13 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, March 2, 2021

Board Meeting – Tuesday, March 16, 2021

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
MARCH 16, 2021**

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

ATTENDANCE: Jordan Genso (City of Brighton), Patrick McDonald (Genoa Township), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Jane Petrie (City of Brighton), Caitlyn Perry Dial (City of Brighton)
Absent: Kathryn Poppy
Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart
Public: Ailie Weaver of Maner Costerisan

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Board meeting minutes from January 19, 2021 and February 2, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

Public Comments: Ailie Weaver of Maner Costerisan, presented the official findings of the 2019-2020 Library financial audit confirming that the Library performed with due diligence, has a clean unmodified opinion and that it is in sound financial health.

RESOLUTION: 21-0013: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the FY19/20 audit as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

STAFF COMMENTS: Diana Dart acknowledged the Board and Library administration for their support of the staff during the COVID-19 pandemic by creating an atmosphere of safety and concern for everyone. Ed Rutkowski concurred.

PRESIDENT'S REPORT: Arla McPeek announced that on April 5, 2021 all Michiganders 16 years of age and older can begin scheduling their COVID-19 vaccine appointments. This, along with the Library's current safety protocols, will help reduce the anxiety associated with potential exposure to the COVID-19 virus.

DIRECTOR'S REPORT: Cindy Mack reported the early results of an anonymous survey of selected employees to gauge their participation/interest in receiving the vaccine. She is optimistic that we may be able to offer additional services in the coming months while continuing to meet MIOSHA and MDHHS guidelines. Cindy and HR Manager Kristine Kerttu are recommending that the Library stay with the current health insurance plan through this fiscal year. Insurance provider options will be researched in the coming months for consideration for next year's budget. The Michigan state legislature and Livingston County officials are contemplating the use of virtual meetings for governmental entities past the March 31, 2021 deadline.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0011: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated March 15, 2021 in the amount of \$95,581.82. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0012: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated February 18, 2021 in the amount of \$43,464.88 and dated March 4, 2021 in the amount of \$42,567.45. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso stated that a meeting was held with architect Seth Penchansky to exchange ideas and expectations regarding the renovation of the Library building's exterior. The committee will meet with Seth again on March 18 to review sketches and discuss options to move the project forward.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 21-0014: Moved by Patrick McDonald and seconded by Jim Muzzin to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,935.00 and retain those dollars in the Brighton District Library Endowment Fund. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0015: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to extend the COVID-19 Emergency Paid Sick Leave benefits through June 30, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0016: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve Security Camera Policy #407 and revisions to Confidentiality Policy #401. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

BOARD COMMENTS: Caitlyn Perry Dial recently met with State Senator Lana Theis and State Representative Ann Bolin at a cultural advocacy event. Caitlyn thanked the officials for their legislative support of libraries and the arts and promoted the unique contributions that each bring to our communities. Patrick McDonald wished everyone a happy St. Patrick's Day tomorrow. Arla McPeek thanked Diana Dart and Ed Rutkowski for expressing their appreciation to the Board for providing a safe work environment during the COVID-19 pandemic.

Details regarding how the Board of Trustees will proceed with the April 6, 2021 meeting will be announced pending state legislation and/or a Livingston County State of Emergency declaration.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:32 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, April 6, 2021
Board Meeting – Tuesday, April 20, 2021

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
April 20, 2021

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:31 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), Kathryn Poppy (Genoa Township) and Jane Petrie (City of Brighton) arrived later.

Staff: Director Cindy Mack, Ed Rutkowski, Kristine Kerttu and Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Board meeting minutes from March 16, 2021 and April 6, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Kristine Kerttu, Library Accountant and HR Manager, apprised the Board of the current Health Insurance Plan for qualified employees and detailed the benefits, premiums, co-pays and financial liability for both participants and the Library. Kristine recommended that we stay with the current plan through the end of this fiscal year and revisit health insurance options during the budget process in August, 2021. She also suggested that we consider aligning the plan/premiums with the 2021/2022 fiscal year. The Policy and Personnel Committee will meet in June following an in-depth study by Director Cindy Mack and Kristine Kerttu with the goal of bringing a recommendation to the Board by August.

DIRECTOR'S REPORT: Cindy Mack and Kristine Kerttu have begun collecting information for a wage study comparing wages of Brighton District Library personnel to employees of other libraries with similar demographics. This information will be valuable in our efforts to attract quality applicants and retain our current staff. The last study was completed in 2016. With COVID-19 cases climbing in Livingston County and in the state as a whole, the Director is giving daily consideration to maintaining a safe environment for our staff and our patrons. After meeting with the Management Team and questioning the front-line staff, it was decided that we should "stay the course" for the foreseeable future. The Director will continue to monitor the situation and inform the Board should the circumstances change. Cindy Mack also discussed the new mask mandate for children ages 2 to 4, explaining that the MIOSHA regulation requires that we make a "good faith effort" to see that the rule is followed. The Library will continue to provide access to child-size masks and request that caregivers encourage their pre-school children to follow the regulations.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0018: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 20, 2021 in the amount of \$184,157.73. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0019: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated March 18, 2021 in the amount of \$43,227.70 and payroll checks dated April 1, 2021 in the amount of \$42,891.02 and payroll checks dated April 15, 2021 in the amount of 42,784.12. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

COMMITTEE REPORTS:

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that meetings have continued with architect Seth Penchansky to plan the improvements to the main entrance and the Library building exterior. It is hoped that architectural renderings and a cost analysis will be ready by the next full meeting of the Board.

PUBLIC RELATIONS COMMITTEE: The committee, led by chairperson Kathryn Poppy, have met to begin formulating a new over-arching Public Relations Plan, a comprehensive Social Media Policy and a Crisis Communication Plan.

BOARD COMMENTS: Caitlyn Perry Dial complimented the Public Relations Committee for a very productive meeting. Patrick McDonald stated that he found tonight's meeting informative and enjoyable. Arla McPeek and Kathryn Poppy praised TLN and the Library for working together to bring a new (EAP) Employee Assistance Program to regularly scheduled staff, ages 18 and older.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:35 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, May 4, 2021
Board Meeting – Tuesday, May 18, 2021

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
May 18, 2021

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:30 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) and Kathryn Poppy (Genoa Township).

Staff: Library Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Kathryn Poppy 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 Jim Muzzin and seconded by Jordan Genso to approve the Board meeting minutes from April 20, 2021 and May 4, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Ed Rutkowski discussed the challenges within the library community regarding the recent announcement by the CDC that vaccinated people can now go without face masks.

DIRECTOR'S REPORT: The salary and benefits study is underway with plans to report out to the Personnel Committee by early June. A thorough discussion was held regarding the latest announcement by the CDC about wearing face masks and the state of Michigan's decision to lift its mask mandate on July 1, 2021. Cindy Mack stated that the Library's successful mitigation measures will continue as will the social distancing requirements and the 30 minute "Grab and Go" policy for patrons. Although all of the staff members who wish to receive the COVID-19 vaccine will be vaccinated by the end of May, all Library employees and patrons under 12 years of age (who are not eligible to receive the COVID-19 vaccine) will be asked to wear face masks inside the building until further notice. The Library will continue to follow the current MIOSHA guidelines and the advice of our attorney. Cindy Mack thanked the Board for their insightful guidance on this matter and their continuing support throughout the pandemic.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0021: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated May 18, 2021 in the amount of \$33,194.80. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried. McDonald left the meeting at 7:47 p.m.

RESOLUTION 21-0022: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated April 29, 2021 in the amount of \$42,995.46 and payroll checks dated May 13, 2021 in the amount of \$43,175.62. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

COMMITTEE REPORTS:

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that the committee is waiting for a cost quote confirmation regarding the front vestibule project. Preliminary figures have been provided and the committee will provide a recommendation to the Board once the cost is confirmed.

PLANNING/FUNDRAISING: The committee will meet at 6:30 p.m. on June 1, 2021 to discuss short and long-term goals.

PUBLIC RELATIONS COMMITTEE: The committee, led by chairperson Kathryn Poppy, is continuing work on a new Social Media Policy and a comprehensive revision of the current Public Relations Plan.

POLICY/PERSONNEL COMMITTEE: Policy updates will be brought to the Board in June reported Jim Muzzin, chairperson of the committee.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 21-0023: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve sealcoating and restriping the Library's parking lot with a funding cap of \$6,500, leaving the final selection of the contractor to the Library Director. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

BOARD COMMENTS: Caitlyn Perry Dial visited the Library with her son who loves the Youth Services department's DIY projects and "talking (audio enabled) books."

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:17 p.m. Genso-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, June 1, 2021
Board Meeting – Tuesday, June 15, 2021

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
June 15, 2021

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

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

Staff: Library Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Jordan Genso and seconded by Patrick McDonald 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 Caitlyn Perry Dial and seconded by Patrick McDonald to approve the Board meeting minutes from May 18, 2021 and June 1, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Head of Youth Services, Carla Sharp, presented the Board with many dynamic child-centered in-house, take home and virtual activities offered online and in the department. With the installation of a commercial grade tent on the west lawn of the Library, more registrants at outdoor events can be served. However, entry into the Library following these events must be monitored to prevent surpassing current capacity limits. The Summer Reading Challenge began this week and the participation statistics already surpass last year. In-kind corporate sponsorships for the Summer Reading Challenge has reached \$3,610.00. Carla Sharp exchanged ideas with Board member Jordan Genso about the online interface mechanism (Beanstack Tracker) used for the Summer Reading Challenge and ways to make it more user-friendly.

PRESIDENT'S REPORT: Board President, Arla McPeek, queried the Trustees about the July meeting schedule given the light agenda early in the month and reminded the Trustees that Director Evaluations will be due this summer. Jim Muzzin will organize the evaluation process assisted by Caitlynn Perry Dial.

RESOLUTION 21-0026: Moved by Jordan Genso and seconded by Jim Muzzin to cancel the July 6, 2021 Board meeting. Genso-aye, McDonald-abstain, McPeek-abstain, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

DIRECTOR'S REPORT: The COVID-19 pandemic continues to drive future plans for the Library, reported Cindy Mack. Though the trends seem positive, the Library is still under restrictions enforced by MDHHS and MIOSHA. Capacity limits and mask mandates for unvaccinated adults and children 2-11 years old continue. Progress is being made toward our goal of being fully operational following Labor Day weekend. A few computers are now available to patrons and the children's restroom and the public water fountain are open for use. The Friends of the Library have resumed the management of the Friends Bookstore and we hope to move displaced employees back to their original cubbies very soon. The initial draft of the 2021-2022 budget will be delivered to the Board at the first Board meeting in August (August 3, 2021). The 2021-2022 Budget hearing and vote will be held during the first Board meeting in September (September 7, 2021) to facilitate an earlier submission of the L4029 tax forms to local government entities. Our attorney has reviewed and returned the "Section 300 Operational & Administration Policies" draft revisions for consideration. The Policy & Personnel Committee will meet to determine a recommendation to the Board.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Jim Muzzin cautioned that in the 2021-2022 Budget, we should consider a decrease in the overall amount received from property taxes (specifically consider an increase in chargebacks) due to an increase in COVID-related property tax cases seen by the Livingston County Board of Review.

RESOLUTION 21-0027: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 15, 2021 in the amount of \$42,526.26. Genso-aye, McDonald-Aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0028: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated May 27, 2021 in the amount of \$43,365.24 and payroll checks dated June 10, 2021 in the amount of \$43,124.87. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso has examined the plans and the estimate for the front entrance vestibule renovation project. Included in the project will be an expansion of the space, new doors, self-serve lockers, and the addition of a dormer. Cindy Mack has uncovered a federal grant for Library outreach services that may provide the funding for the self-serve lockers. Additional quotes will be garnered before the final cost can be determined. It was decided that the Building Committee will be given the authority to move forward with choosing the general contractor and finalizing the project. Board members discussed the advantages and disadvantages to closing the Library for one day to reseal the parking lot as has been the custom.

RESOLUTION 21-0029: Moved by Jim Muzzin and seconded by Caitlynn Perry Dial to approve the front entrance vestibule renovation project not to exceed \$140,000.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0030: Moved by Jim Muzzin and seconded by Caitlynn Perry Dial to give the Executive Director permission to close the Library for one day to reseal the parking lot, if necessary. Genso-aye, McDonald-abstain, McPeek-abstain, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC RELATIONS COMMITTEE: Work continues on two new policies, a comprehensive Public Relations Plan and a Crisis Communications Plan, reported Committee Chairperson Kathryn Poppy.

POLICY/PERSONNEL COMMITTEE: Chairperson Jim Muzzin will hold a meeting with his committee on June 24, 2021.

BOARD COMMENTS: Kathryn Poppy noted that the new front entrance vestibule renovation project will increase the comfort of the front desk staff by better controlling the influence of the weather.

ADJOURNMENT: Moved by Jordan Genso and seconded by Kathryn poppy to adjourn the meeting at 8:28 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 MEETING:

Board Meeting - Tuesday, July 20, 2021

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
July 20, 2021**

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:30 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) and Kathryn Poppy (Genoa Township)
Absent: Jane Petrie. Staff: Library Director Cindy Mack, Ed Rutkowski, Sarah Neidert and Diana Dart. Public: None

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

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Jordan Genso to approve the Board meeting minutes from June 15, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Sarah Neidert, Head of Collections and Public Relations, first addressed the materials budget stating that with the help of the selectors, the collection has been culled to make room for new materials. The added demand for electronic resources has been addressed in the 2021-2022 budget. At 7:38 p.m. Sarah Neidert lost power and her ZOOM connection. Cindy Mack continued by complimenting the Public Relations Committee on their completion of a revised and comprehensive Public Relations Plan.

DIRECTOR'S REPORT: Library Director, Cindy Mack, reported that the 2021-2022 budget process is going well. Unexpected increases in penal fines and state aid along with the expected increase in Library property tax revenue bode well for next year's budget. An overview of the proposed FY 2021-2022 budget will occur at the August 3rd Committee Meeting with a final vote scheduled for the September 7th meeting. The Summer Reading Challenge program is "weather permitting" as the event is an outdoor event to properly accommodate all the attendees. Currently, 165 Adults, 630 Youth, and 97 Teens are active participants, representing a significant increase over last year. Director Evaluations are in the Board packets. The LSTA/ARPA (American Rescue Plan) grant request for \$37,406.00 to fund a smart locker system has been submitted by the Director after an intense preparation process. We anticipate an answer to the proposal by the end of August.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0031: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated July 6, 2021 in the amount of \$31,504.53 and claims docket dated July 20, 2021 in the amount of \$61,871.02. Genso-aye, McDonald-Aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0032: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated June 24, 2021 in the amount of \$43,553.48 and payroll checks dated July 8, 2021 in the amount of \$44,176.43. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson, Patrick McDonald, reported that the Committee is continuing to plan the Relax in the Stacks event on September 24.

PUBLIC RELATIONS COMMITTEE: Chairperson Kathryn Poppy introduced the updated and revised Public Relations Plan, stating that the Committee will continue work to expand the Crisis Communications Plan as well. Committee member, Caitlyn Perry Dial, added that she is happy with the consistency and solid framework of the Plan.

POLICY/PERSONNEL COMMITTEE: Chairperson, Jim Muzzin, has met with his committee on June 24, July 8 and July 20 to review and discuss the proposed changes to the Section 300 Operational & Administrative Policy. A final version of the revisions will be sent to Board members next week. A vote on the changes will take place at the August 17 meeting.

OLD BUSINESS:

The **Salary, Wage, and Benefits Study** was presented by the Policy/Personnel Committee. Using the wage/benefits information from sister libraries in southeast Michigan, DSLRT survey results, and statewide data, the Committee and staff are confident in their recommendation to the Board. Jordan Genso confirmed that the anticipated 3% wage increase for FY 2021-2022 will be included in any wage adjustments.

Fringe Benefits: The Library offers a *Gold Standard Health Plan* for eligible staff members. Staff members who choose to participate currently pay 20% of the cost of the premium for themselves and 50% of the cost of the premium for any dependent covered by the Plan. Cindy Mack recommends that we keep this Plan in FY 2021-2022 and review it each year during the budget process in August. The Committee will continue to explore other options including the possibility of increasing the maximum contribution allowed for Flex Spending Plan.

RESOLUTION 21-0033: Moved by Jim Muzzin and seconded by Patrick McDonald to approve and implement the Salary, Wage, and Benefits Plan as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

The August 2, 2021 Board Committee Meeting will be a virtual meeting. However since COVID-19 restrictions to the building are currently lifted, beginning August 17, 2021, Board meetings will be held in person in the A/B Meeting Room, until further notice.

A copy of the Director Evaluation survey is in the Board packet. Jim Muzzin and Caitlyn Perry Dial will be coordinating the effort and compiling the results. Completed evaluations are due August 6 and may be sent to Jim Muzzin. The results of the Director Evaluations will be presented at the August 17 Board meeting.

NEW BUSINESS:

The Board of Trustees of the Howell Carnegie District Library is surveying interest in a networking dinner at their library for Livingston County library trustees. The Howell Library will follow-up with details.

BOARD COMMENTS: Jordan Genso expressed disappointment with the online Summer Reading Challenge for children this year. The electronic approach was necessary because of COVID-19 restrictions. It is hoped that a more hands-on approach can be offered next year. Patrick McDonald inquired about a Friends Book Sale this fall. Cindy Mack said that a Book Sale is tentatively scheduled for October and the Friends are busy making their plans. Arla McPeek complimented the work and improvements to the parking lot sealcoat. Kathryn Poppy stated that the public is offering compliments to staff (Jennifer Osborne) on the Summer Programs and Events brochure that was mailed to 28,000 homes. She also thanked Jordan Genso and Caitlyn Perry-Dial for their contributions to the Public Relations Committee.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:44 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETING:

Board Committee Meeting - Tuesday, August 3, 2021
Board Meeting - Tuesday, August 17, 2021

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
August 17, 2021

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

ATTENDANCE: Jordan Genso , Patrick McDonald, Arla McPeek, Caitlyn Perry Dial, Jim Muzzin

Absent: Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Ed Rutkowski

Public: None

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the minutes from the July 20 and August 3 meetings. Motion carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: None

PRESIDENT'S REPORT:

Arla McPeek noted the City of Brighton has extended the local state of emergency through Dec 31, which permits the Board to meet virtually. She proposed meeting in-person on September 7. This meeting will include the budget hearing and a decision whether to proceed with the donor event. Subsequent meeting locations will be determined then.

DIRECTOR'S REPORT:

Despite some chargebacks and other unexpected expenses Cindy Mack is expecting to put about \$30,000 into the fund balance, on top of the \$128,000 that was so allocated for the current fiscal year.

The Staff In-service will be October 11, focused on team and relationship building, the afternoon portion to be at Howell Nature Center.

The Livingston County Library Trustees event will be Wednesday November 3. The Board might consider canceling its November 2 meeting (also an election day) if that would facilitate attendance.

Library staff are required to wear masks in public areas and shared spaces. Visitors are recommended but not required to do so. Many do, but less than 50%.

The new version of the public catalog will go live September 7. It is a FRBR "ferber" catalog, which means it is structured to group items with the same intellectual content into a single record, and then group items within that record by format. The difference will be noticeable, and should bring users more quickly to the item they want.

Sunday hours resume September 12. There is no date planned to open meeting rooms for reservations at this time. Exceptions have been made for the Sierra Club, Brighton Art Guild, and the Friends of the BDL, with which organizations we have longstanding relationships. It is still a significant enough concern that meeting rooms could be closed and all reservations canceled, that meeting rooms have not been open to the general public.

COMMITTEE UPDATES:

Finance Committee:

Resolution 21-0035: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated August 17, 2021 in the amount of \$31,387.43. Resolution carried.

Resolution 21-0036: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated July 22, 2021 in the amount of \$43,988.12 and payroll checks dated August 5, 2021 in the amount of \$43,474.15. Resolution carried.

Building and Technology Committee:

Seth Penchansky presented updated drawings and the project (renovation of the main entrance) was discussed in more detail. The committee made a choice for the appearance of the dormer window; locker location was discussed. A quote from Contracting Resources is expected; Penchansky hopes to obtain a second quote. Jim Muzzin noted that Contracting Resources was sold to Wolverine Construction a few months ago.

Fundraising Committee:

Patrick McDonald noted the committee would meet August 24.

OLD BUSINESS:

FY 2021-2022 budget:

Cindy Mack presented the proposed 2021-2022 budget, and touched on the highlights as presented in the August 2 memo from her and Kristine Kerttu. She mentioned in addition that she would like to have a discussion of eliminating overdue fines (but not lost or damage fees) with the Board sometime in fall. The website redesign proposal reflected in the technology budget increase will go before the Board before approval. Mack proposed to have budget hearing at the September 7 meeting. The municipalities are eager to receive all the L-4920 forms.

NEW BUSINESS:

Director evaluation:

Jim Muzzin thanked the Board for timely submitting evaluation forms. He and Caitlyn Perry Dial met with Cindy Mack last week to discuss them. Mack's scores on board evaluation were very strong, and the Board well remembers her strong performance on the 360 evaluation from staff and community last year.

Cindy Mack thanked the Board, and appreciated the leeway and respect they have given while always questioning as appropriate. She is happy working with the Board and staff and feels at home at BDL.

Resolution 21-0038: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to raise the salary of Cindy Mack by the standard 3% given to all staff in the next budget, and to further increase it to the midpoint of the Director salary range in the Salary Wage and Benefit Plan approved by the Board in July. Resolution carried.

300 Operational Policies:

The 300 series of Library policies have been reviewed by staff, the Library attorney, and the Policy and Personnel Committee, and distributed to the Board at large.

Resolution 21-0037: Moved by Jim Muzzin and seconded by Jordan Genso to adopt the "300" Operation and Administrative Policies as presented. Resolution carried.

BOARD COMMENTS:

Jim Muzzin was surprised by the sound level of a patron's speakerphone in the gallery hall on a previous visit. Cindy Mack responded that patrons are allowed and directed to take calls in the gallery, but staff will still intervene if the sound becomes obtrusive out into the atrium. Caitlyn Perry Dial noted that the agenda had omitted approval of the minutes. The minutes were approved at this point. Arla McPeck distributed beautiful, personalized, handmade mugs to all, as a thank-you gift. She hopes that everyone involved shares her pride in the work the Board has accomplished, and the collegial way it has been done.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully Submitted,

Edward Rutkowski
Assistant Director/Network Administrator

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 21, 2021

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

ATTENDANCE: Jordan Genso, Patrick McDonald, Arla McPeek, Jim Muzzin, Caitlyn Perry Dial

Absent: Jane Petrie, Kathryn Poppy

Staff: Library Director Cindy Mack, Ed Rutkowski, Tina Fleischmann and Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Jordan Genso to approve the Board meeting minutes from August 24, 2021 and September 7, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

STAFF COMMENTS: Tina Fleischmann, Head of Technical Services, described the process of adding inventory to the Library's collection and presented newly purchased items for *The Library of Things*. A guitar, an outdoor movie screen and the board game of *Brightonopoly* was on display. Noting that after an inventory of the parts/pieces of each item is taken, the process of purchasing proper packaging for handling (if required), labeling, and cataloguing through TLN must occur before an item can be added to our collection for circulation. *The Library of Things* currently houses 137 items and is primarily financed through private donations and the Enterprise earnings from the sale of collectible donated books on eBay. Jim Muzzin inquired about the frequency of lost or stolen items. Tina responded that the auto-renewal policy has helped this problem in all areas of the Library. If a patron exceeds the renewal period by twenty-eight days, the account is automatically sent to debt collection. Arla McPeek complimented Tina on her presentation and the important work that the Technical Services Department performs.

DIRECTOR'S REPORT:

A staff member tested positive for Covid-19 on September 10. Their symptoms started three days after they last worked in the Library so exposure is unlikely to have occurred. Additionally, this staff member had no public interaction and very little staff interaction.

The Quarterly Statement of Revenues and Expenditures is in the Board packet. The majority of savings in expenditures reflect eight months of being closed on Sundays, not replacing a full-time Librarian for four months and less travel and training all due to the effects of COVID-19 on Library services. Although the current building budget has a substantial cushion, building repairs/replacements have been high in September. Both the building humidifier and the HVAC system controls require service. Jim Muzzin inquired about FDIC protection of the Library's bank deposits. The fiduciary of our major accounts, TCF Bank, has been purchased by Huntington Bank complicating communication. Cindy will provide more information on this after confirming with Kristine Kerttu, Library Accountant, as there are many variables at play.

An update to the 2020-2021 Strategic Goals is also in the Board packet. Cindy will have the final version in a new format available at the October 19, 2021 Board meeting.

Jordan Genso inquired about indoor programming. Cindy explained that two weeks prior to the event, a decision is made about the location and/or whether or not to cancel the event based on the current local COVID-19 case load.

The Friends of the Library have cancelled their Fall Book Sale due to COVID-19 concerns but they are considering having smaller “Pop-Up” sales. Members of the Friends Board are meeting with Cindy this week to discuss the possibility.

Jordan asked for clarification on the Renovation/Board plaque at the entrance of the Library. Cindy explained that the current plaque is the second rendition of the engraving. Jordan also inquired about the cost vs. repair of the cable on the flagpole. Jack Dubay, Head of Maintenance, is seeking a quote for a new flag pole cable. New flags for Library will arrive this week.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0043: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated September 21, 2021 in the amount of \$33,817.94. Genso-aye, McDonald-Aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0044: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated August 19, 2021 in the amount of \$45,625.16, payroll checks dated September 2, 2021 in the amount of \$42,868.18 and payroll checks dated September 16, 2021 in the amount of \$41,513.91. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Contract Resources will submit their final bid and construction schedule for the front entrance renovation by the October 5, 2021 Board Committee Meeting with the caveat that long lead times for certain materials (due to the effects of the world-wide pandemic) may delay the time-line. Cindy Mack confirmed that project architect, Seth Penchansky, will be involved in the process.

PLANNING/FUNDRAISING COMMITTEE: Attendees were shown the donor appreciation video produced by the Committee. A thank you card with a link to the video will be sent to donors in October followed by the Annual Appeal fundraiser mailing in November.

BOARD COMMENTS: Jordan Genso complimented the monthly Statistical Report that includes key usage metrics comparisons between the current month and the same month one year ago. Jordan also noted that the Library received “great exposure” at the Brighton Farmer’s Market during the summer, suggesting that the Library set specific goals to attain next summer. Patrick McDonald thanked the Fundraising Committee for their work on the donor appreciation effort. Caitlyn Perry Dial’s husband used the online Library card sign-up and indicated that it had been a quick and simple process. Arla McPeek praised the customer service at the Library affirming that it “exceeds” expectations.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:15 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, October 5, 2021
Board Meeting – Tuesday, October 19 2021

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 19, 2021

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

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

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the Board meeting minutes from September 21, 2021 and October 5, 2021. Motion carried.

STAFF COMMENTS: Jennifer Osborne, Head of Adult Services, gave an overview of the new reservation system for programming and scheduling meeting and study rooms. The Library will transition from Evanced Solutions to LocalHop, based in Pontiac, Michigan, by mid-November. LocalHop offers easier staff and patron interface, more options and improved patron control. Relevant staff have been training on the new software and will be ready to go live in a few weeks. Meanwhile, patrons who remain hesitant to use the confined space of a study room are finding other locations to meet both inside the Library and on the grounds. Virtual programming for adults has proven to be quite popular during the pandemic opening up program options for speakers from all over the United States. The Library is considering purchasing the equipment needed to make hybrid programs easier to host. For the foreseeable future, the Library will continue to provide a mix of in-person and virtual programs for all ages while considering the local COVID-19 case load information via the Livingston County Health Department and the comfort level of the staff.

PREDIDENT'S REPORT: Noting the shorter duration of Trustee Committee Meetings, President Arla McPeek suggested scheduling virtual November and December Committee Meetings. Following a brief discussion, all Board members concurred.

DIRECTOR'S REPORT: The Budget & Finance Committee met to review the Library's investment strategy. Library Director Cindy Mack has requested a meeting with the Library's chief financial institution to review options. A recent merger has caused delays.

The projected budget for FY-2022 will get a boost from a \$10,000.00 contribution from the Friends of the Library. Their Pop-Up Book Sale in October was successful so they have scheduled additional sale dates in November and in December.

The State of Michigan has expanded their aid to public libraries by \$2,000,000.00 in 2021 resulting in an estimated 8.8% increase (\$2,700.00) next year. This is a positive trend for state support of public library services. This figure does not include the anticipated revenue from penal fines. Speculation among libraries is that the increased support may be to offset the distribution of penal fines that have become less predictable the past few years.

Visitors to the Library are encouraged to wear masks to help protect the many children who are not eligible for the COVID-19 vaccine. The Library staff continue to wear masks when in public and/or shared spaces. Management reviews the local Covid-case load each week to determine the delivery of programs, i.e. virtual or in-person.

The next regular Board meeting will be on November 23, 2021 (Thanksgiving week) to allow for final invoices to be added to the year-end fiscal report. Cindy Mack reminded the Board that a quorum is critical to closing out the Library's accounts for FY-2021.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0046: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated October 19, 2021 in the amount of \$69,529.24. Motion carried.

RESOLUTION 21-0047: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated September 30, 2021 in the amount of \$42,792.68 and payroll checks dated October 14, 2021 in the amount of \$43,474.34. Motion carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson, Patrick McDonald requested that the current signage for TCF Bank on the children's play structure (2019 "Connect, Grow, Discover Together" fundraiser) be changed to "Huntington Bank" due to the recent merger. The original gift was from Chemical Bank. This is the third name change for the bank in two years. Cindy Mack will look into a cost-effective alteration to the current custom sign.

OLD BUSINESS: Following a meeting with the Building & Technology Committee where members reviewed the current bid from the construction company, Contracting Resources, and invoices submitted by design firm Daniels & Zermack Architects, Cindy Mack reported that the front entrance renovation project has been shelved. The bid for the project far exceeded the original estimate. Jordan Genso expressed concern regarding communication from the firms and delays in the bidding process which resulted in a rise in cost and cancellation of the project. It is a priority to receive project blueprints before final payment is made. Parts of the project (new doors, landscaping, paver repair, book-drop access, etc.) will go forward with the Director serving as project manager.

NEW BUSINESS: The revised Library 2022 Strategic Goals were provided for review. The management team has identified strategies and developed tactics to achieve the goals set out in the over-arching Strategic Plan. Further discussion and a vote will be held at the November meeting.

Board packets included documentation about a national trend toward waiving late fees for library patrons. This approach will be further discussed at the November meeting. Items under consideration are the pros and cons, implementation by Livingston County libraries, impact on revenue, and measuring success. Lost books will continue to incur replacement fees.

BOARD COMMENTS: Jordan Genso is canvassing the City of Brighton as a candidate for Brighton City Council. He reports that he is often recognized as the "Library guy" and that he is proud to represent Brighton District Library as a Trustee.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to adjourn the meeting at 9:05 p.m. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS: Board Committee Meeting (Virtual) - Tuesday, November 2, 2021
Board Meeting - Tuesday, November 23, 2021

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
November 23, 2021**

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

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

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the Board meeting minutes from October 19, 2021 and November 2, 2021. Motion carried.

DIRECTOR'S REPORT: While the COVID-19 case count in the county remains high, building usage is slightly up with in-person program attendance waning. Individual program registration is discussed during weekly meetings where virtual, in-person, and program cancellation discussions are held and decisions are made to respond to changing conditions.

On November 21, 2021, the Livingston County Daily Press & Argus published "Finding Shelter," about the experience of homelessness in Livingston County. Two people experiencing homelessness were interviewed. One discussed using the resources at the Brighton District Library and the other indicated using the Library to sleep. Cindy Mack clarified that the Library has an existing no-sleep policy and procedure and librarians are well trained in both. A new program serving homeless folks in our area has resulted in five program participants visiting the library during the past week.

Staff evaluations will begin over the coming months, providing the customary opportunity to discuss employee strengths, areas for improvement, and goals for the coming year.

The Livingston County Women's Club Giving Tree program is underway and will continue through December 2. Beginning December 3, the Library will continue its tradition of being a collection site for Toys for Tots. Unwrapped, new toys will be accepted until December 15.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0049: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of bills based on the claims docket dated November 23, 2021 in the amount of \$51,000.65. Motion carried.

RESOLUTION 21-0050: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated October 28, 2021 in the amount of \$43,763.52 and payroll checks dated November 10, 2021 in the amount of \$43,293.10. Motion carried.

Following a brief over-view of the current status of the FY2020-2021 budget Cindy Mack declared the Library fiscally healthy. She will meet with the Budget & Finance Committee to determine the appropriate amount of funds to transfer into the Fund Balance and Capital Fund accounts after the annual audit.

RESOLUTION 21-0051: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy to approve the 2020-2021 Budget Amendments as prepared. Motion carried.

Cindy Mack reported reaching out to nine companies for bids to repair/replace the interior and exterior front entrance doors, resulting in one response. The bid came from ASSA ABLOY, the maintenance provider for the existing doors.

Their bid included a limited warranty, a start date of 8-12 weeks, a two-day project timetable, and was lower than we were previously told to expect. Jordan Genso, Chairperson of the Building & Technology Committee, recommended that the Board accept this bid.

RESOLUTION 21-0052: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to accept the quote received from ASSA ABLOY and approve the replacement of the front exterior and interior doors, not to exceed \$21,000. Motion carried.

OLD BUSINESS: Cindy Mack prepared a detailed memo for the Board packet regarding the Fine-Free Model adopted by modern libraries across the country. Board members discussed this concept at the last regular meeting and have had time to further consider the issue.

RESOLUTION 21-0053: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to eliminate overdue fines collected on late returned materials effective January 1, 2022 with the exception of mobile hotspots, Chromebooks and items from The Library of Things. Motion carried.

RESOLUTION 21-0054: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the 2022 Strategic Goals as presented. Motion carried.

NEW BUSINESS: A slate of candidates for the 2022 Board of Trustees was put forward: James Muzzin, President; Jordan Genso, Vice President; Kathryn Poppy, Treasurer; Caitlynn Perry Dial, Secretary. A formal vote will be held at the January 4, 2022 meeting.

BOARD COMMENTS: Kathryn Poppy wished everyone a Happy Thanksgiving adding that there is so much to be thankful for. Jim Muzzin and Arla McPeek concurred.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:43 p.m. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS: Board Committee Meeting (Virtual) - Tuesday, December 7, 2021
Board Meeting - Tuesday, December 21, 2021

RIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
December 21, 2021

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

ATTENDANCE: Jordan Genso (City of Brighton), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Caitlyn Perry Dial (City of Brighton), Kathryn Poppy (Genoa Township). Jane Petrie (City of Brighton) arrived at 7:40 p.m.

Absent: Patrick McDonald

Staff: Director Cindy Mack, Ed Rutkowski, Diana Dart.

Public: None

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Board meeting minutes from November 23, 2021 and December 7, 2021. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Asst. Director, Ed Rutkowski, informed the Board that the staff is trained and has begun the transition to the fine-free model of operation. The official start is on January 1, 2022. Reception to the news has been extremely positive. A fact sheet for the public and a press release will be released this week.

DIRECTOR'S REPORT: Library Director, Cindy Mack, reported that a bollard light along the front entrance sidewalk was accidentally damaged earlier this month. The Library's electrician was notified. An inspection and quote to repair or replace the light should be coming soon. In addition, the front entrance blower used to keep cold air from entering the building has been removed and is being repaired by Goyett Mechanical.

The Library's Annual Appeal is underway and will run until January 31, 2022. \$13,285.00 has been collected to date.

Cindy Mack noted that a "hot topic" in the library world is challenged materials. An information sheet from the Library of Michigan (Book Challenges, Censorship, and Michigan Public Libraries) was included in the Board packet. She also reviewed the Library's policy to offer a Request of Reconsideration to anyone questioning items in the Brighton District Library's collection and applauded the selectors for their work and willingness to assist patrons with their reading choices. Courts have ruled that Library Boards must be cognitive of the laws surrounding censorship and the 1st Amendment to the United States Constitution. Cindy Mack stated that she has never seen a formal book challenge in her fifteen years of experience serving as the director of three libraries in the state.

Approving the proposed slate of officers to the Board of Trustees and the adoption of a holiday schedule for the Library will be on the January 4, 2022 meeting agenda. The new officers will begin their terms immediately following a positive vote. Cindy Mack recommended designating the Friday after Thanksgiving, November 25, 2022, as the floating holiday allotted annually to the staff.

Library attorney, Ann M. Seurnyck, has notified the Library that she will be increasing her hourly rate on February 1, 2022. Cindy Mack praised Seurnyck for her depth of knowledge and responsiveness to the Library.

Cindy Mack has received quotes to replace the window shades throughout the facility. She requested a meeting with the Building Committee before the January 4, 2022 Board meeting to review the information and make a recommendation to the Trustees.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0057: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated December 21, 2021 in the amount of \$29,112.48. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0058: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated November 24, 2021 in the amount of \$42,807.42 and payroll checks dated December 9, 2021 in the amount of \$41,846.24. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC RELATIONS COMMITTEE: Chairperson Kathryn Poppy praised the fine-free fact sheet published by the Library to announce and to explain the new policy.

OLD BUSINESS: Patrick McDonald requested that a copy of the recent Brighton Area Schools Board of Education Resolution be forwarded to the Brighton District Library Board of Trustees and the subject added to the December 21, 2021 agenda for discussion. He was not in attendance to lead the conversation.

BOARD COMMENTS: Caitlyn Perry Dial revealed that she has accepted the position of Director of Development of MSU Libraries. Congratulations were heard all around. Trustees took turns wishing everyone Merry Christmas and Happy New Year.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:04 p.m. Genso-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, January 4, 2022
Board Meeting - Tuesday, January 18, 2022