

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
January 18, 2022

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

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

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

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Jane Petrie to approve the Board meeting minutes from December 21, 2021 and January 4, 2022. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Head of Circulation, Diana Pierce, complimented the Board on their decision to institute fine-free library service. With the help of TLN and the Head of Technical Services, Tina Fleischmann, the system is fully operational and is proving to be very popular with the staff and with the patrons. Typically, the patrons most affected are those on fixed incomes and children. They are also the vulnerable populations that often depend on others for transportation to the Library and assistance at the Library. Along with one-on-one explanations between the Library staff and the patron, a fine-free Q&A handout is available to further explain the new policy.

Pierce thanked the Trustees for the recent raise in hourly wages and stated that the goal of cross training all Circulation, Loan and Shelver II personnel is complete. This has resulted in the ability to assign workers to the areas where they are most needed on a daily basis. (Last week five employees from these departments were out sick. CM) Mary Kay Vidito is retiring from the Loan Department after 26 years with the Library. "People stay around because they feel appreciated," said Pierce. She added her gratitude for the decisions that the Board and the Library Director have made to protect the staff during the pandemic. The Circulation staff will continue to do whatever it takes to keep the Library viable in the community. "It is nice to know that we have your support," said Pierce.

PRESIDENT'S REPORT: President, Jim Muzzin, read the 2022 Board of Trustees committee appointments to the into the record: Budget/Finance: Chairperson: Kathryn Poppy, Members: Jordan Genso, Jim Muzzin; Planning/Fundraising: Chairperson: Patrick McDonald, Members: Caitlyn Perry Dial, Arla McPeek; Building/Technology: Chairperson: Jordan Genso, Members: Arla McPeek, Kathryn Poppy; Policy/Personnel: Chairperson: Jane Petrie, Members: Patrick McDonald, Jim Muzzin; Public Relations: Chairperson: Caitlyn Perry Dial, Members: Kathryn Poppy, Jordan Genso.

DIRECTOR'S REPORT: Library Director, Cindy Mack, reported that the Annual Appeal has raised \$19,085.00 to date. This is the highest amount raised during the Appeal which officially ends on January 31, 2022.

The audit starts on January 20, 2022. Library Accountant, Kristine Kerttu, has already begun sending requested materials and no concerns are expected from the outcome. Mack arranged for the update of the Huntington Bank authorization signatures following the election of the 2022 slate of officers. Mack also discussed FDIC protection and possible diversification of our accounts to address the Library's financial needs. She will meet with the Budget/Finance Committee to review the Library's investment strategy as soon as the 2021 audit is complete.

Two quotes have been procured to design a new Library website. Head of Public Relations, Sarah Neidert, and Mack will confer with the providers and consider the bids with the goal of bringing a recommendation to the Board in February.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0006: Moved by Kathryn Poppy and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated January 18, 2022 in the amount of \$38,984.78. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 22-0007: Moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated December 23, 2021 in the amount of \$46,143.72 and payroll checks dated January 6, 2022 in the amount of \$44,736.87. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

OLD BUSINESS: None

NEW BUSINESS: The Building/Technology Committee led by Chairperson Jordan Genso, met with the Library Director prior to the regular Board meeting tonight. Genso reported that we have funds set aside for improvements to the facility and surrounds. He listed the priority projects for 2022: 1) Replacing the window blinds throughout the building; 2) Repurpose and/or replace some of the existing chairs; 3) Construct the exterior book drop area and add landscaping to the front of the building. Recommendations from the Committee resulted in the following resolutions:

RESOLUTION 22-0008: Moved by Jordan Genso and seconded by Arla McPeek to accept the quote from The Sheer Shop for the blind replacement project. Cost not to exceed \$20,000.00 with funding coming from the Capital Fund Expense Account.

Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 22-0009: Moved by Jordan Genso and seconded by Jane Petrie to accept the quote from Library Design Associates to purchase twenty-nine (29) SitOnIt chairs. Cost not to exceed \$13,000.00 with funding coming from the Capital Fund Expense Account. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

Mack will be sending out RFPs (Request for Proposal) for an assortment of exterior projects to include repairing or replacing pavers, edging, retaining walls, concrete, lighting and to construct the exterior book drop and driving lane. A landscape design plan for the front entrance to the building plus plant materials and installation is also incorporated in the list. Mack will strive to work with one company to complete all of the projects although this is not mandatory.

Patrick McDonald requested that the old signage on the bollard lights by the sidewalks be replaced. They will be ordered and installed ASAP.

BOARD COMMENTS: Muzzin thanked the out-going slate of officers for their dedication and hard work.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 8:29 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, February 1, 2022
Board Meeting - Tuesday, February 15, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 15, 2022

CALL TO ORDER: President James Muzzin 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: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Jordan Genso to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Arla McPeek and seconded by Jane Petrie to approve the Board meeting minutes from January 18, 2022 and February 1, 2022. Motion Carried.

STAFF COMMENTS: Library Assistant Director and Network Administrator, Ed Rutkowski, informed the Board about the many technology systems he manages, including: 1) Public and staff network servers, where he is currently transitioning the vulnerable one location computer back up system to a system with two independent back up locations; 2) The Library's WIFI, adding more access points to the outside of the building in 2021; 3) Technology software including Google and EnvisionWare and all of their applications; 4) Technology hardware including public and staff PC work stations, laptops, iPads, Chromebooks and the Square station cash register; 5) All public and staff copiers and printers; 6) The Library's telephone system; 7) The security cameras, having just added a back door camera that can be monitored from inside the building, and the fire alarm system; plus, 8) On-call one-to-one technical support for the staff and technical support for the public by appointment.

Cindy Mack thanked Ed Rutkowski for tackling these complicated and demanding duties, another outstanding annual review and evaluation and for serving as the perfect complement to her skill set as the Library Director.

DIRECTOR'S REPORT: Cindy Mack directed the Board to the 2022 Annual Appeal Final Report and pointed out that the Library raised a record-breaking \$19,855.00 this year. It surpassed last year's total by over \$5,000.00 and increased the response rate by 6%. Board members briefly discussed the outcomes and strategies for future fundraising.

The Library 2020-2021 audit is complete with no issues to report. Ailie Weaver of Maner Costerisan will present the findings at the March 15, 2022 Board meeting. The Finance Committee will meet to review the Library's finances in detail and devise a plan for expenditures and investments going forward. Caitlyn Perry Dial suggested that the Committee also go over the tax benefits offered for contributions to the Brighton District Library Endowment Fund at the Community Foundation for Southeast Michigan.

We hope to have a date for the delivery and installation of the new front entrance doors by February 16, 2022. Cindy Mack will pass along the information as soon as it is available.

The Friends of the Brighton District Library have tentatively decided not to hold their traditional Spring Sale this year due to COVID-19 concerns. The Friends Bookstore continues to generate funds for the group. Following a nearly two-year hiatus, the Friends will begin accepting donated books every Wednesday from 3-7 p.m. in the Library Atrium starting in March. Friends and Library volunteers will manage this project.

Cindy Mack will be out of the Library from February 17-21, 2022. Ed Rutkowski will be the point-of-contact while she is away.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0012: Moved by Chairperson Kathryn Poppy and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated February 15, 2022 in the amount of \$265,082.29. Motion Carried.

RESOLUTION 22-0013: Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated January 20, 2022, in the amount of \$45,826.61 and payroll checks dated February 3, 2022 in the amount of \$45,929.78. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso itemized the following priority projects identified during the Committee's last meeting: 1) Technology to enable the Library to broadcast virtual meetings and programs; 2) White noise generators for quiet spaces; 3) Repair or replace the water softener; and, 4) Furnishings for the Teen Area of the Library.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald congratulated the Board and staff for the outstanding Annual Appeal results.

PUBLIC RELATIONS: Chairperson Caitlyn Perry Dial indicated that the Board will receive an update on the Library website redesign at the March 1, 2022 meeting.

NEW BUSINESS: Cindy Mack presented the landscaping design bids for the front of the Library and the new patio space next to the Teen Area. She indicated her preference for the Michigan Landscape Design (MLD) proposal due to their effective communication style, their creativity and their comprehensive approach to the project. MLD will be consulting with the Board during the design phase. Following an overview of the bids, the Board unanimously concurred with her recommendation.

RESOLUTION 22-0014: Moved by Jordan Genso and seconded by Kathryn Poppy to accept the proposal from Michigan Landscape Design to develop a conceptual landscape design plan. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial complimented Rutkowski on his management of Library technology and described the delight of a friend/patron who utilized a Library mobile hotspot when her internet connection was lost. Jordan Genso announced his support for Caitlyn Perry Dial as a candidate for the Livingston County Board of Commissioners. Jim Muzzin is delighted to see how busy the Library is again. Kathryn Poppy advised the members whose terms expire this year to declare their candidacy before the summer deadline if they wish to seek another term.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Arla McPeck to adjourn the meeting at 8:26 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, March 1, 2022

Board Meeting - Tuesday, March 15, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 15, 2022

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

ATTENDANCE: Jordan Genso, Arla McPeek, Jim Muzzin, Caitlyn Perry Dial, Jane Petrie, Kathryn Poppy
Absent: Patrick McDonald
Staff: Director Cindy Mack, Diana Dart
Public: Ailie Weaver, Manor Costerisan

APPROVAL OF AGENDA: Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Jane Petrie to approve the Board meeting minutes from February 15, 2022 and March 1, 2022. Motion Carried.

PUBLIC COMMENTS: Ailie Weaver, our auditor with Manor Costerisan, reviewed the highlights of the Library's FY 2020-2021 audit report with the Trustees. The audit process concluded with no findings or recommendations and was considered an unmodified, clean, well performed audit. Weaver complimented the Library's fiscal responsibility and stated that the Library was in solid financial health.

RESOLUTION 22-0018: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to accept the Fiscal Year 2020-2021 audit as presented. Motion Carried.

DIRECTOR'S REPORT: Given the current COVID-19 case load in the state, the Michigan Department of Health and Human Services has updated their recommendations by moving to a "COVID-19 Readiness-Response-Recovery Cycle." As the Library's policies have always aligned with the MDHHS Guidelines, Director Cindy Mack is setting aside the Library's existing COVID-19 Preparedness and Response Plan developed in the early stages of the pandemic for the new state-sanctioned approach. The Director reiterated that she will be watching the local case count and adjusting the Library's protocol as indicated. "Flexibility is the key," she added.

The Friends of the Brighton District Library have tentatively decided to hold their Spring Book Sale from April 26th through May 1st. At the March meeting of the Friends, \$8,850.00 was allocated to the Library to sponsor summer programming and the Holiday Open House. Due to the lack of book sales and lagging sales in the Friends Bookstore during the pandemic, the Library did not request a monetary gift last year or this year. The donation was an unexpected addition to our budget necessitating a review of the excess in the near future.

Cindy Mack listed some of the considerations when formulating the Library's Strategic Goals adding that she has been experimenting with the ideal format for the quarterly report. So much is being accomplished behind the scenes with outreach programs and with the schools and the Goals are an effective mechanism to bring this information to the Board.

The Director will be out of the Library March 27 – April 1, 2022 vacationing with her family. Ed Rutkowski will be the point-of-contact while she is away.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0016: Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated March 15, 2022 in the amount of \$135,264.54. Motion Carried.

RESOLUTION 22-0017: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated February 17, 2022, in the amount of \$45,153.50 and payroll checks dated March 3, 2022 in the amount of \$45,473.66. Motion Carried.

RESOLUTION 22-0020: Moved by Jordan Genso and seconded by Kathryn Poppy to transfer \$420,487.00 from the Library's General Fund to the Library's Capital Projects Fund. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported on the meeting with the landscape architect to view the initial plans for the beautification of the Library grounds and improvement in the functionality of the available space. Project considerations include: 1) Repairing/replacing the raised beds in Millie's Garden; 2) Construction of a patio and pavilion near the Teen Space; 3) Plants and pavers at the front entrance; and 4) Adding a book return to the circle driveway. Cindy Mack was impressed by Michigan Landscape Design's preparation for the meeting and ease of communication with the architect. Jordan Genso praised the Board for selecting this vendor.

NEW BUSINESS:

Following a brief discussion about ideas to grow the Brighton District Library Endowment Fund at the Community Foundation for Southeast Michigan, the Board put forward the following resolution:

RESOLUTION 22-0019: Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,146.00 and retain those dollars in the BDL Endowment Fund.

Cindy Mack conferred with the City of Brighton Department of Public Works regarding the need to soften the City's water. Due to the sediments and minerals in the water, the DPW recommends that homeowners and businesses use water softener systems in their residences and public buildings. Three competitive bids were presented for consideration. Jack Dubay, Head of Maintenance, will study the details of the bids and report to the Director in the coming weeks.

The State of Michigan provided resources to develop a Crisis Communications Plan. The Plan includes internal and external actions to be taken by the Library Director and/or the President of the Board of Trustees while communicating with the press or public regarding an emergency. The Plan is a living document that will be reviewed and changed as needed.

BOARD COMMENTS: Jane Petrie delighted in sharing her "minor miracle" with Board – Jane's three daughters all arrived in time to share a traditional corn beef dinner before the meeting tonight.

ADJOURNMENT: Moved by Kathryn Poppy Wagner and seconded by Jane Petrie to adjourn the meeting at 8:41 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, April 5, 2022
Board Meeting – 7:30PM, Tuesday, April 19, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
April 19, 2022

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

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

Absent: None

Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Kathryn Poppy and seconded by Patrick McDonald to approve the Board meeting minutes from March 15, 2022 and April 5, 2022. Motion Carried.

STAFF COMMENTS: See NEW BUSINESS.

DIRECTOR'S REPORT: The Library is "in a good place, financially," reported Director Cindy Mack. At this point in FY 2021-2022, 18% of the budget has been spent. It is anticipated that a slight reduction in Penal Fine revenue and a slight increase in State Aid revenue will not result in amendments to the budget.

Due to a heightened interest in banning books from library shelves, a clarification in the Library's Request for Reconsideration form has been referred for a legal opinion from our attorney. Cindy Mack has recommended that the form include a clause requiring that the applicant be an individual (not an organization) and that they reside in our Library District. The legal opinion is forthcoming.

The Building/Technology Committee met before the regular Board meeting and will have much to share during the Committee Reports portion of the Agenda.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0024: Moved by Chairperson Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 19, 2022 in the amount of \$182,286.78. Motion Carried.

RESOLUTION 22-0025: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated March 17, 2022 in the amount of \$45,053.12, payroll checks dated March 31, 2022 in the amount of \$45,533.31 and payroll checks dated April 14, 2022 in the amount of \$46,644.64. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported on the second of three meetings with Michigan Landscape Design to discuss their concept for four major areas of improvement to the Library grounds: 1) Front entrance pavers and landscaping; 2) Walkway from the north side of the building to the back of the building; 3) Repair/Replace elevated garden beds in Millie's Garden; 4) Patio/Pavilion addition to the area outside of the Teen space. Jordan Genso is pleased with the work accomplished thus far and assured the Board that a plan would be finalized in the coming weeks. President Jim Muzzin thanked the Committee for their extensive work on the project.

NEW BUSINESS: Ed Rutkowski and Jennifer Osborne offered their findings on research into the replacement of the aging audio/visual equipment in the A/B Meeting Room and sound masking equipment in the "Quiet Wing" of the Library. Copies of the bids from three companies are included in the April Board Packet. The two finalists, The AV PRO

and Midwest Visual Works, were compared and contrasted for the Board. After the presentation, Caitlyn Perry Dial inquired about the inclusion of a warranty. Ed will follow-up.

RESOLUTION 22-0026: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to accept the quote from The AV PRO for AV equipment and sound masking. Cost not to exceed \$15,000.00 with funding coming from the Capital Expense Fund. Motion Carried.

Cindy Mack referred the Trustees to the Boiler Replacement Project Memo included in the April Board packet and recounted the repair history of the HVAC system in the past few weeks/days. The Library is now functioning with only one boiler. Given the age (24+ years) of the HVAC system, it is time to replace both boilers. The Board has anticipated this expense and has reserved monies in the Capital Expense Fund to cover the cost. Following careful consideration and in the interest of time, the Director is recommending that the bidding process be waved and the project awarded to Goyette Mechanical, our current mechanical service contractors. A quote from Goyette Mechanical for this project is included in the April Board packet.

RESOLUTION 22-0027: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to waive the bidding process and accept the quote from Goyette Mechanical to replace the Library's boilers. Cost not to exceed \$160,000.00 with funding coming from the Capital Expense Fund. Motion Carried.

BOARD COMMENTS: Patrick McDonald complimented Jim Muzzin on a good meeting. Jordan Genso has been reading about "Human Libraries" and shared the concept with the Board. Cindy Mack announced that the new front entrance doors will arrive on May 2. The installation will take two days during which time patrons will be directed to the Youth Services doors on the south side of the building.

ADJOURNMENT: Moved by Kathryn Poppy and seconded by Jordan Genso to adjourn the meeting at 8:43p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, May 3, 2022

Board Meeting – 7:30PM, Tuesday, May 17, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
May 24, 2022

CALL TO ORDER: President James Muzzin called the meeting to order at 5:06 p.m.

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

Absent: Jane Petrie, Kathryn Poppy

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

Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to approve the Board meeting minutes from April 19, 2022 and May 3, 2022. Motion Carried.

DIRECTOR'S REPORT: The Library's new website design by WalkOne Tech is nearing completion. Director Cindy Mack reported that she is very satisfied with the work, having delivered all that they promised during the bidding process. The new website will be introduced to the public following the conclusion of the Summer Reading Challenge.

Appearing at the Brighton Farmers Market every other Saturday during the season has been a public relations success. The one-on-one connection to patrons and community members has been useful in growing our patron base and highlighting our programs and services. This season, the Library is offering a fast and efficient way to obtain a Brighton District Library card electronically. A handout explaining the process, including a Library card, is available at our vendor booth.

After conferring with the Library's attorney, the Library's *Request for Consideration of Library Materials* form has been updated to include a the request for reconsideration of library programs.

The Fundraising Committee met and set the date for the Library's Donor Appreciation event, Relax in the Stacks. If the weather cooperates, the indoor-outdoor, invitation-only gathering featuring hors d'oeuvres, drinks and music will be held on Friday, August 19 from 5:30-7:30 p.m. at the Library. Details will follow.

The Budget Committee met recently to discuss the FY2022-2023 budget and the Library's investments. A decision was made to split and/or move specific accounts to take further advantage of the FDIC protections. The Committee will continue meeting to further address investment strategies and any concerns of the Library Board.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0031: Moved by Arla McPeek and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated May 24, 2022 in the amount of \$95,961.18. Motion Carried.

RESOLUTION 22-003: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated April 28, 2022 in the amount of \$45,028.95 and payroll checks dated May 12, 2022 in the amount of \$44,801.08. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that the Committee met virtually and will have a recommendation to the Board regarding the landscaping and outdoor design projects during the Old Business portion of the Agenda.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald reiterated that the Committee met virtually to select the date (Friday, August 19, 2022) for the Relax in the Stacks event and begin the detailed planning of the festivities.

OLD BUSINESS: Cindy Mack explained that after sending out five Requests for Bids, two bids were received for the Landscaping and Outdoor Design Project. Director Mack compared and contrasted the bids from Michigan Landscape Professionals (MLP) and Precision Pavers, both with whom we have experience and have good working relationships. Jordan Genso conveyed the Committee's recommendation that the five major projects in the bid be split into two ventures with two timelines. The first being the Entry Plaza (including oversight of the drive-thru Book Drop) and the Learning Journey both scheduled for completion in the fall of 2022. The Committee is also proposing that this parcel be awarded to MLP.

The Committee also recommends that new Requests for Bids be sent in the fall for work on the second phase that will encompass the new Event Patio and the renovation of Millie's Garden with a completion date of spring 2023. This strategy will allow time for additional contractors to prepare bids and for more accurate cost projections, given the volatile financial environment. President Muzzin stated that he was comfortable with the two-phased approach to the projects and with the re-bidding process in the fall. He thanked the Committee for their dedication and hard work.

RESOLUTION 22-0033: Moved by Chairperson Jordan Genso and seconded by Arla McPeck to approve the phased approach to the projects and to accept the quote from Michigan Landscape Professionals for landscaping and outdoor projects. Cost not to exceed \$193,858.00 with funding coming from the Capital Expense Fund.

BOARD COMMENTS: Jordan Genso complimented the Library's Summer Reading Challenge Newsletter that was sent to all households within the Library District. Genso praised the selection of programming options for his daughters and had already preset his calendar for the registration and event dates. Following the distribution of the brochure, Jim Muzzin has been amused at the number of people that have commented on his rise from Mayor (City of Brighton) to President (the Library Board). Thanks all around to Jim Muzzin for providing the dinner before tonight's meeting.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Arla McPeck to adjourn the meeting at 5:53p.m.
Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, June 7, 2022

Board Meeting – 7:30PM, Tuesday, June 21, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
June 21, 2022

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

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

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy to approve the agenda.
Motion Carried.

APPROVAL OF MINUTES: Moved by Arla McPeek and seconded by Jordan Genso to approve the Board meeting minutes from May 24, 2022. Motion Carried.

STAFF COMMENTS: Youth Services Librarian Laurie Walters and Teen Librarian Kate Wheeler gave a PowerPoint presentation about the Library's innovative Teen Book Box and Book Box Junior Programs available to patrons ages 9- 18. The programs have grown in popularity since their introduction a few months ago. Participants sign-up through the Library website by filling out a form describing their preferences. Librarians Walters and Wheeler assemble personalized boxes that include individualized snacks, surprises and two books chosen according to the information provided on the Book Box form. The only items that need to be returned are the box and the two books. Librarians have found that this experience has allowed them to closely engage with their young patrons, assessing their interest in programming ideas and the kinds of books young people want in the collection. The participant comments are valued and rewarding to the staff. To date, 50 readers have checked out 121 Book Boxes. President Muzzin thanked the staff for "thinking outside the box."

PRESIDENT'S REPORT: President Muzzin raised a question about the timing of the next Board meeting scheduled for the day after the Independence Day holiday. A short discussion ensued followed by a vote on the resulting resolution.

RESOLUTION 22-0038: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to cancel the July 5, 2022 Board meeting. Motion Carried.

Jim Muzzin then asked Caitlynn Perry Dial to lead and Arla McPeek to assist in forming an Evaluation Committee to oversee the Library Director's annual evaluation process. Both Trustees accepted the task. The evaluation forms will be in the July Board packet, with the required meetings and preparations to be completed by the second Board meeting in August. Jim Muzzin also announced that three of the current Trustees' (Jim Muzzin, Kathryn Poppy, Jane Petrie) terms will end this year.

DIRECTOR'S REPORT: The County Assessor's office has notified the Library to expect an increase in our 2022 property tax revenue of \$102,049. With that information and other facts in hand, the Library Accountant Kristine Kerttu and Director Cindy Mack have begun developing a draft budget for FY2022-2023. The draft budget will be presented at the August 9, 2022 Board meeting with the goal of having a final version prepared for a vote at the September 6, 2022 meeting of the Board.

As is our custom, the Library will be closed on July 4, 2022 to celebrate Independence Day and on all Sundays during the month of July. Cindy Mack will be attending the American Library Association Conference in Washington, D.C. and will be out of the Library from June 23 – 28, 2022. The May edition of *Neighbors of Greater Brighton* magazine featured Trustee Kathryn Poppy and her family. Copies were provided to the Board members.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0034: Moved by Chairperson Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 7, 2022 in the amount of \$130,026.11 and on claims docket dated June 21, 2022 in the amount of \$38,152.43. Motion Carried.

RESOLUTION 22-0035: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated May 26, 2022 in the amount of \$46,646.33 and of payroll checks dated June 6, 2022 in the amount of \$47,030.55. Motion Carried.

BUILDING & TECHNOLOGY COMMITTEE: Chairperson Jordan Genso gave a brief report on the progress of the Library Book Drop Box project. The Committee has reviewed the placement and the changes to the flow of traffic and has received quotes for the book drop box.

NEW BUSINESS: A memo from Cindy Mack regarding the new teen area furnishings was provided to the Building & Technology Committee at their meeting and to the entirety of the Board tonight that included an outline of the floorplan and the cost of the project. Quotes garnered were included. Teen Librarian Kate Wheeler, members of the Teen Advisory Board, Library Administration and the Building & Technology Committee have been meeting and are prepared to make a recommendation to the Board. Jim Muzzin, Jordan Genso and Cindy Mack each commented on the combined research efforts and the cooperation between the entities. Special praise was given to the Teen Advisory Board for their invaluable insight.

RESOLUTION 22-0036: Moved by Chairperson Jordan Genso and seconded by Arla McPeek to accept the quotes from KI for new tables and seating and from Library Design Associates for booth seating. Cost not to exceed \$27,000.00 with funding coming from the Capital Expense Fund.

A brief review of the Library's Book Drop Box project and a request for funding was presented by Building & Technology Committee Chairperson Jordan Genso that resulted in the following:

RESOLUTION 22-0037: Moved by Jordan Genso and seconded by Kathryn Poppy to accept the quote from Library Design Associates for the new drive-through book return and bollard lights. Cost not to exceed \$12,000.00 with funding coming from the Capital Expense Fund.

BOARD COMMENTS: Jordan Genso complimented the Youth Department for a much-improved Summer Reading Challenge registration process and reading log. He also applauded the health of the Board, his appreciation for the good questions generated from discussions and for the camaraderie he has experienced. Caitlyn Perry Dial concurred, commenting on the efficiency and productivity that Board member cooperation affords. Jim Muzzin said that he has experienced a renewed energy in the building and truly enjoys the friendly, smiling staff members. Cindy Mack added that the Library administration, the Board members and the support staff all work as a team with a learner's mindset, shared goals and a sense of belonging.

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

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

July 5, 2022 Committee Meeting cancelled.
Board Meeting – 7:30PM, Tuesday, July 19, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
July 19, 2022

CALL TO ORDER: President James Muzzin 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: Director Cindy Mack, Asst. Director Ed Rutkowski, Mark Mullinax, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Arla McPeek to approve the Board meeting minutes from June 21, 2022. Motion Carried.

STAFF COMMENTS: Genealogy and Local History Librarian Mark Mullinax presented an overview of Livingston County's newspapers beginning in 1843, and of the importance of preserving the chronicled accounts. After providing the Board with anecdotes and details about local newspapers changing owners and editorial philosophies and/or going out of business, Mullinax discussed the Library's current preservation and access goals. While editions of the Brighton Argus from its inception in 1880 through 2000 have already been microfilmed, they need to be digitalized which will allow the information to be accessible from our Library website 24/7 in an easy and fully searchable format. The process is estimated to cost approximately \$24,000.00. Director Mack will be reviewing this request with the Board during the budget discussions next month. President Muzzin complimented Mullinax on a "fantastic" and very interesting report.

PRESIDENT'S REPORT: Reminding the Trustees that the annual Director Evaluation will be held at the August 16, 2022 meeting, Muzzin asked Chairperson of the Evaluation Committee, Caitlyn Perry Dial, to discuss the details. Perry Dial requested that individual evaluations be returned to her by the August 2, 2022 meeting of the Board.

DIRECTOR'S REPORT: Director Cindy Mack spoke briefly about the upcoming biennial donor relations celebration, Relax in the Stacks, being held at the Library on the evening of Friday, August 19, 2022 and circulated a sign-up sheet for participation among the Board members.

The draft FY2022/2023 budget is progressing without encumbrances and will be presented to the Board at the August 2, 2022 Committee meeting. As discussed previously, the final draft will be brought before the Board for a vote at the September 6, 2022 Committee meeting.

The last Brighton District Library Strategic Plan was completed five years ago and it is now time to consider our next steps. Options include reviewing and updating the current plan or creating a new plan. Mack looks forward to hearing the Board members' thoughts on this.

Amnesty was offered to patrons during the month of June. Although the participation was low the good will and positive media exposure was well worth the effort.

The Library's AC units are now working up to capacity. Additionally, Goyette is currently installing the new boilers. Mack invited the Board to tour the project after the meeting.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0039: Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated July 6, 2022 in the amount of \$46,066.36 and on claims docket dated July 19, 2022 in the amount of \$45,688.68. Motion Carried.

RESOLUTION 22-0040: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeck to approve the payment of payroll checks dated June 23, 2022 in the amount of \$47,519.23 and of payroll checks dated July 7, 2022 in the amount of \$48,104.07. Motion Carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald gave an overview of the Committee meeting held at 6:30 p.m. this evening. He reported that plans for the Relax in the Stacks event were complete and that the donor recognition event was a perfect opportunity to thank both financial and service contributors.

A Naming Rights Policy has been prepared by the Library's attorney and the Committee spent significant attention to the details of the draft document. Cindy Mack noted the suggestions and will continue to fine tune the policy before it is brought to the Policy and Personnel Committee and the Planning and Fundraising Committee for their recommendations to the full Board.

BOARD COMMENTS: Kathryn Poppy commented on the relevance of the historical Rolison Pro Hardware sign on Main Street following the sale of the building and stated her wish that it would find a suitable home. Caitlyn Perry Dial reminded that Board that the individual Director Evaluations could be emailed or hand delivered to her.

In a final note, President Muzzin offered the floor to Assistant Director Ed Rutkowski. Rutkowski announced that the Library had recently received federal grant funding administered through TLN for five new Chromebooks enabling the retirement of the remaining old devices. The extremely popular items have been processed and are now circulating in the collection.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Kathryn Poppy to adjourn the meeting at 8:32p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, August 2, 2022

Board Meeting – 7:30PM, Tuesday, August 16, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
August 16, 2022

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

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

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda.
Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to approve the Board meeting minutes from July 19, 2022 and from August 2, 2022. Motion Carried.

PRESIDENT'S REPORT: President Jim Muzzin noted the upcoming Relax in the Stacks donor appreciation event at the Library on Friday evening. A letter about the event with the Board's Greeter Schedule was included in the Board packets.

DIRECTOR'S REPORT: Director Cindy Mack reported that plans for the Relax in the Stacks event are complete. The caterer and musicians are confirmed and the behind-the-scenes preparations are progressing nicely.

The Director met with the Livingston Land Conservancy today to discuss a grant proposal to the Brighton Sunrise Rotary organization. The funding would be used to develop the existing dead-end trail on the Parker Family Preserve, located adjacent to the Library property, into a circular trail with eventual access to the Library grounds. Caitlyn Perry Dial volunteered to serve on a committee to explore the Library's involvement in the venture.

The boiler replacement project has taken longer than anticipated and will run \$629 over budget but it is finally nearing completion. Our software licensing agreement to run both the boilers and the AC units is in the process of being renewed. Additionally, a heating coil needed to be replaced. Both of these items contributed to the additional project costs.

Assistant Director Ed Rutkowski has overseen the addition of localized volume controls over the noise masking system in the Quiet Zone and the Quite Study Rooms in the Library. This project came in under budget.

The 2022 Summer Reading Challenge had 1,171 children, teens and adult participants. Kids and teens recorded 8,191 hours of reading time; adult participants read 578 books and wrote 158 book reviews. Jordan Genso suggested publishing a piece about the home-bound patron who wrote 81 of the reviews. The Board agreed and Cindy Mack will follow-up with the staff. Kudos to Carla Sharp, Kate Wheeler and Jennifer Osborne and their staff for a job well done.

The Library will be closed Sunday, September 4 and Monday September 5, 2022 for the Labor Day Holiday. The staff in-service training will be held on Monday, October 10, 2022 (Columbus Day). The Library will be closed to the public.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0042: Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated August 16, 2022 in the amount of \$65,726.84. Motion Carried.

RESOLUTION 22-0043: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated July 21, 2022 in the amount of \$46,237.48 and of payroll checks dated August 4, 2022 in the amount of \$46,039.68. Motion Carried.

OLD BUSINESS: Cindy Mack advised the Board of some minor changes to the proposed FY2022-2023 budget to better categorize (under the advisement of the auditors) specific project expenditures. The final draft of the budget will be voted on during the September 6, 2022 Board meeting.

NEW BUSINESS: The Director's Evaluation is complete. Arla McPeek and Caitlyn Perry Dial met with Cindy Mack to review the findings and agreed that the overall results were "excellent and very positive." Cindy thanked the Board for their support of her leadership and the for their support of the entire BDL staff. Arla McPeek added, "Cindy does a wonderful job and we would be lost without her." Ed Rutkowski added that, along with Cindy, the entire staff is grateful for the support of the Board.

RESOLUTION 22-0044: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to increase Cindy Mack's salary by \$2.00 per hour in accordance with the other staff members' increases as proposed in the FY2022-2023 budget.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to adjourn the meeting at 8:11 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, September 6, 2022

Board Meeting – 7:30PM, Tuesday, September 20, 2022

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 20, 2022

CALL TO ORDER: President James Muzzin called the meeting to order at 7:40 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, James Muzzin, Caitlyn Perry Dial

Absent: Jordan Genso, Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Carla Sharp, Natalie Haggard, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the Board meeting minutes from August 16, 2022 and from September 6, 2022. Motion Carried.

STAFF COMMENTS: Head of Youth Services Carla Sharp and Youth Services Librarian Natalie Haggard showcased the Library's STEAM (Science, Technology, Engineering, Art and Math) activity materials and programming. Carla explained the significance of the STEAM movement: to foster curiosity, creativity, problem solving and innovation in children. Valerie Haggard is the curator of the STEAM Collection of materials at the Library and hosts programming for children 5 – 12 years of age. Natalie exhibited in-house games and manipulatives used to design and build objects, perform base-ten math and measurements, and robots that teach rudimentary coding skills. One of several in-house STEAM kit's contents were examined and STEAM-TO-GO Bags were on display.

President Muzzin thanked the Youth Services representatives for their report and commented on the importance of having the STEAM Collection in the Library. Upon learning from Caitlyn Perry Dial that the Brighton Area Schools have received a federal grant and are updating their STEAM materials and displays, President Muzzin suggested that the Library connect with the schools to see if anything being discarded could be of use at Brighton District Library.

DIRECTOR'S REPORT: Director Cindy Mack started her report by announcing that the Library is on track to finish the end of the fiscal year in a strong financial position. Presenting the Library's Statement of Revenues and Expenditures for August 2022, the Director noted that with nearly 100% of revenues collected and most expenditures remaining under budget, it is anticipated that the Library will be able to deposit another large sum into the fund balance this year.

After much anticipation, the exterior landscaping projects are scheduled to begin on September 30, 2022. The front entrance will need to be closed for a two-to-three-day period during which time the Youth Services entry door will be utilized. The date for the closure will be announced well in advance.

The Library will be closed on Monday, October 10, 2022 for our annual In-Service Training for staff members. The topic of the day will be Stress Management. Other group-specific meetings and activities will fill the day's agenda.

The Library's new website is scheduled to "go-live" on Monday, October 3, 2022. A website downtime will be necessary on the weekend prior to the launch date to enable the installation. A BDL temporary webpage will continue to provide links to our most popular resources and services during this time.

Director Mack informed the Board of her inquiries into grant seeking and grant writing assistance. The University of Michigan was able to direct her to available grant writing training resources. A query to the Grants Coordinator at the Library of Michigan yielded a scheduled meeting to discuss potential opportunities and the overall success of grant writing in public libraries. Cindy Mack also anticipates a meeting with Ann Arbor SPARK in the future.

Caitlyn Perry Dial joined Cindy Mack in clarifying that the Library of Michigan has grants available to libraries meeting criteria that include specific community traits that the libraries in Livingston County do not typically meet. In addition, the Gates Foundation Grants generally target underfunded rural and/or urban libraries. More research will be done. Progress reports to the Board on this issue will follow.

The Director is continuing her participation on the Livingston County United Way Community Investments Council this year. In addition, she serves on the Michigan Library Association's Advocacy and Legislative Committee, the Michigan Library Association's 2023 Conference Committee and has been appointed to the Public Library Association's Annual Conference 2023 Program Subcommittee. Cindy Mack reported that the work is gratifying and she enjoys the interaction with her colleagues.

The Livingston Library Trustees and Directors Meeting will be held on Wednesday, November 9 at the Pickney Community Public Library. The evening begins at 6 p.m. with dinner and networking. The program topic is the intersection of the First Amendment and public libraries and with library trustees' responsibilities. Additional details will be available in the coming weeks.

The Friends of the Library will hold their Fall Used Book Sale from Tuesday October 26th through Sunday October 30.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0048: Moved by Jim Muzzin and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated September 20, 2022 in the amount of \$\$31,426.86. Motion Carried.

RESOLUTION 22-0049: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated September 1, 2022 in the amount of \$45,283.68 and of payroll checks dated September 15, 2022 in the amount of \$44,600.75. Motion Carried

PLANNING & FUNDRAISING: Caitlyn Perry Dial shared the outcome of the Committee meeting held earlier today. Members reviewed the proposed Naming Rights Policy and discussed the upcoming Annual Appeal. If the Naming Rights Policy is approved, the Committee plans to incorporate it into the Annual Appeal "pitch." A graphic about the naming opportunities and a first draft of the Annual Appeal pitch letter was discussed with the Board. Caitlyn Perry Dial's professional opinion was sought and heeded. Committee Chairperson Patrick McDonald thanked her for the report.

NEW BUSINESS: Copies of the revised Naming Rights Policy #316 prepared by the Library's Director and the Library's attorney were supplied to the Trustees in their Board packets. Cindy Mack stated that the revised policy has received the approval of the three appropriate committees and is now being presented to the Board for a vote.

RESOLUTION 22-0050: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve revisions to the Naming Rights Policy #316 as presented. Motion Carried.

A memo was provided in the Board packet outlining a funding request for miscellaneous equipment and furnishings from Director Cindy Mack. Given that the Library is in a very healthy financial position, it is thought that this is the right time to purchase these items. The estimated cost including handling and shipping is \$18,000.00. President Muzzin praised Cindy Mack for her "openness and transparency" regarding the request.

RESOLUTION 22-0051: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the purchase of approximately \$18,000.00 in miscellaneous building expenses. Budget to be amended at year-end. Motion Carried.

BOARD COMMENTS: Board Secretary Caitlyn Perry Dial wished everyone “Happy Banned Books Week.”

ADJOURNMENT: Moved by James Muzzin and seconded by Patrick McDonald to adjourn the meeting at 8:37 p.m.
Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, October 4, 2022

Board Meeting – 7:30 p.m., Tuesday, October 18, 2022

*November Board Meeting moved to 7:30 p.m., Tuesday, November 22, 2022.

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 18, 2022**

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

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

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the agenda.
Motion Carried.

APPROVAL OF MINUTES: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from September 20, 2022 and from October 4, 2022. Motion Carried.

STAFF COMMENTS: President Muzzin welcomed Sarah Neidert, Head of Collections and Public Relations, to the meeting and congratulated her being selected to serve as the new Director of the Cromaine Library in Hartland, Michigan. Sarah Neidert has served in many capacities during her 12.5 years of service at the Library.

Sarah Neidert opened her remarks by thanking Director Cindy Mack and Assistant Director Ed Rutkowski for their encouragement and support during the application and interview process. Director Mack acknowledged her immense contribution and stressed that professional development/advancement should always be encouraged. Members of the Board added their praise for a job well done and their pride at putting forth such a talented candidate. "Libraries are the heart of a community; it's been fun to share the good stories of this one," Neidert said.

DIRECTOR'S REPORT: Cindy Mack reported that she is pleased with the new website design although the site is experiencing significant lagging issues. The problem has been defined as a hosting issue. Ed Rutkowski is working with the website designer to find a solution that may include moving to a dedicated, individual server.

The fireplace is not working. It is thought that the installation of the new boilers affected the gas line supplying fuel to the fireplace. An appointment to address the matter is set for Monday, October 24.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0053: Moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated October 18, 2022 in the amount of \$52,202.85. Motion Carried.

RESOLUTION 22-0054: Moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of payroll checks dated September 29, 2022 in the amount of \$46,408.34 and of payroll checks dated October 13, 2022 in the amount of \$45,235.76. Motion Carried

RESOLUTION 22-0055: Moved by Jordan Genso and seconded by Kathryn Poppy to amend the budget approved in Resolution 21-0052 from \$21,000.00 to \$23,500.00 to adjust for the increased costs associated with the installation of the new automated doors. Motion carried.

PUBLIC RELATIONS: The Committee met before the Board meeting to discuss their plans for the next several months. Chairperson Caitlyn Perry Dial reported that several marketing ideas were put forth including strategies for expanding the number of the Library's card holders. Jordan Genso and Cindy Mack will meet in the coming months to explore his unique marketing concept. The consensus of the Committee is to stay the course and delay any new marketing campaigns until the staff adjusts to the changes in general staffing and in the administrative team.

OLD BUSINESS: Director Mack explained that the original installation of the blower at the front entrance to the Library was flawed. Additional work was needed to correct the problems, resulting in the additional expense.

There is contingency funding available in the outdoor landscaping project to cover the cost of the cement work needed to construct the circle drive book drop area. We are anxious to make this available to the public before the winter weather.

Assembly of the new pavers, planters and the Learning Walkway has begun. The Director praised the workmanship and materials provided thus far by Michigan Landscape Professionals. She will be seeking cost updates from the proposals that have been received for the exterior garden projects scheduled for spring 2023.

Cindy Mack is recommending that the Library purchase three new work stations and additional storage cabinets from KI and/or Library Design Associates and will be seeking quotes from these companies. KI is the provider of the work stations already in place. Cindy Mack is working with staff to create a tentative plan for the areas in need of upgrading. Funding for the project would come from the General Operating Budget.

NEW BUSINESS: Board President Muzzin asked the Trustees to consider supporting a proposal to adopt a Public Comment Policy that would assure clarity and order during Board meetings. Although the Library welcomes and encourages comments from members of the public, a policy is being recommended to clarify the expectations of the Board and of the members of the public wishing to address the Board. Trustee Arla McPeek agreed, stating that a policy would "set the tone." Cindy Mack has consulted with the Library's attorney and a suggested text for the policy was included in the Board packet. If agreed upon, Jim Muzzin suggested that copies of the policy be present at all future Board meetings. The Trustees concurred.

RESOLUTION 22-0056: Moved by Jordan Genso and seconded by Kathryn Poppy to approve and adopt the Public Comment Policy as presented. Furthermore, the Public Comment Policy shall take effect upon approval. To the extent that any resolution or portion of a resolution is inconsistent with this Resolution, such resolutions or portions of resolutions shall be hereby rescinded. Motion carried.

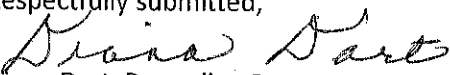
Director Mack also included a copy of the current Brighton District Library Strategic Plan 2019-2022 in the Board packet. Given the disruption during the COVID-19 pandemic and the prospect of impending retirements that may signal reorganization of the Management Team in the next few years, Cindy Mack suggested that the Board reaffirm the current Strategic Plan for an additional three years (2025) while continuing to set and monitor goals.

RESOLUTION 22-0057: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to reaffirm the Strategic Plan for an addition three years. Motion Carried.

BOARD COMMENTS: President Muzzin announced that there would be refreshments following the meeting to recognize Sarah Neidert for being such a vital member of the staff. "She will be missed," he added. Each of the Board members congratulated Sarah, adding that she has been an asset to the Library and to the community.

ADJOURNMENT: Moved by Jordan Genso and seconded by Arla McPeek to adjourn the meeting at 8:12 p.m. Motion carried.

Respectfully submitted,


Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, November 1, 2022

Board Meeting – 7:30 p.m., Tuesday, November 22, 2022

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
November 22, 2022**

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

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

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda.
Motion Carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the Board meeting minutes from October 18, 2022 and from November 1, 2022. Motion Carried.

PRESIDENT'S REPORT: President Muzzin attended the Livingston County Library Directors and Trustees Meeting at the Pinckney Community Public Library with Cindy Mack and Arla McPeek (virtually). He said the experience was tremendous, complimenting Lance Werner, Executive Director of the Kent District Library and presenter at the event. President Muzzin said he was "inspiring." Cindy Mack and Arla McPeek concurred. President Muzzin encouraged everyone to read the handouts that the Library Director provided.

President Muzzin queried the Trustees about their availability to attend the January 3, 2023 Board meeting. All answered affirmatively.

DIRECTOR'S REPORT: Director Mack added her remarks about the Directors and Trustees meeting stating that the event helped to give clarity to First Amendment rights as they pertain to public libraries. Director Mack will be attending a four-component training on this subject throughout the coming year.

The Friends of the Library held their Annual Meeting on November 1, 2022 and reported on a very successful year of fundraising. The Director thanked them for their hard work and ability to be flexible during the pandemic.

The Mack family will be vacationing out of town November 23 – November 29, 2022 and December 31, 2022 – January 5, 2023. While away, Ed Rutkowski, Asst. Library Director, will assume the Director's duties.

The Library's TikTok account has become quite popular. Arla McPeek remarked that it is "fun and lighthearted." A video demonstrating the Youth Services' gel squares received 15,000 views! Thanks to Librarians Neal Parr, Nicole Cook, and Kate Wheeler for creating and publishing the vignettes.

The Library is receiving many donations following the Annual Appeal mailing. Some donors are requesting to participate in the naming rights offering that was included in the Appeal letter. Five benches have been funded thus far with other funding requests under consideration. The Director is spearheading the naming rights campaign.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0059: Moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated November 11, 2022 in the amount of \$\$110,534.59. Motion Carried.

RESOLUTION 22-0060: Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated October 27, 2022 in the amount of \$47,650.28 and of payroll checks dated November 10, 2022 in the amount of \$44,521.59. Motion Carried

Cindy Mack presented an overview of the proposed FY 2021-2022 budget amendments to the Board.

RESOLUTION 22-0061: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the Budget Amendments as prepared. See Exhibit A. Motion carried.

NEW BUSINESS: Cindy Mack continues to work through the details of the second phase of the outdoor improvements. Due to non-conforming bids, a contractor has not yet been selected. Because the project is time-sensitive, the Board will wait two weeks for clarification and choose the winning bidder at the December 6, 2022 Board meeting.

RESOLUTION 22-0062: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the FY 2022-2023 Strategic Goals as presented. Motion carried.

RESOLUTION 22-0063: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the purchase of additional furnishings as presented. Motion carried.

By unanimous consensus, the Board Administration has agreed to keep their positions for another calendar year. A formal vote on the matter will take place at the January 3, 2023 meeting.

BOARD COMMENTS: Arla McPeek reiterated that she not only enjoyed the Livingston Libraries Directors and Trustees meeting, but that she had learned so much from the presentation. Kathryn Poppy attended a Library of Michigan Trustees meeting and reported out to the Board. She also congratulated the Board members on their win in the last election. Jordan Genso announced a potential professional opportunity but affirmed his commitment to the Library and the Library Board. Caitlyn Perry Dial said she could not attend the Directors and Trustees meeting due a personal conflict but she is looking forward to reviewing the hand-outs. Ed Rutkowski wished everyone a Happy Thanksgiving. Jim Muzzin will miss the December 6, 2022 Board meeting as he will be on vacation out of state. He reminded everyone that Judge Michael Hatty will be at the December 20, 2022 Board meeting at 7:30 p.m. to swear-in the newly elected Trustees.

ADJOURNMENT: Moved by Jordan Genso and seconded by Kathryn Poppy to adjourn the meeting at 8:22 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, December 6, 2022
Board Meeting – 7:30 p.m., Tuesday, December 20, 2022

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
December 20, 2022**

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

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy
Absent: Jane Petrie
Staff: Director Cindy Mack, Asst. Director Ed Rutkowski, Diana Dart
Public: Hon. Michael P. Hatty

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the agenda.
Motion Carried.

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Jordan Genso to approve the Board meeting minutes from November 22, 2022 and from December 6, 2022. Motion Carried.

PRESIDENT'S REPORT: President Muzzin introduced Hon. Michael P. Hatty, 44th Circuit Court, Livingston County, Michigan, to administer the Oath of Office to the newly elected and re-elected Library Trustees: Daniel Huth, James Muzzin, and Kathryn Poppy Wagner. Following the ceremony, Judge Hatty gave a few remarks and concluded by adding, "It has been an honor to perform the ceremony."

DIRECTOR'S REPORT: The Annual Meeting of the Library Board of Trustees will be held on January 3, 2023 to approve the 2023 slate of officers and the Board of Trustees 2023 meeting schedule. Cindy Mack and Trustee Daniel Huth will not be in attendance.

The Director announced two new staff changes. The Shelver Supervisor, Vicki Dutcher, has resigned for medical reasons. She was hired to provide customer service in the Library Bookmobile and remained in the Circulation Department after the Bookmobile was de-commissioned. We wish her well. Fortunately, we have identified an internal candidate, Valerie Haggerty, who will fill this position after the first of the year. In addition, Neal Parr, Social Media Librarian, has accepted a full-time librarian position at the Clarkston Independence District Library. Neal completed his MLIS degree while working for the Brighton District Library in several capacities. We wish him every success.

The fund balance will see a significant boost due to savings in personnel costs, fringe benefits, utilities, and database/collections in the FY2021-2022. We are anticipating the transfer of approximately \$185,000.00 into the account, positioning the Library in a stable and salubrious fiscal condition as we enter FY2022-2023.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0066: Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated December 20, 2022 in the amount of \$137,057.74. Motion Carried.

RESOLUTION 22-0067: Moved by Chairperson Kathryn Poppy and seconded by Patrick McDonald to approve the payment of payroll checks dated November 23, 2022 in the amount of \$44,730.68 and of payroll checks dated December 8, 2022 in the amount of \$44,107.79. Motion Carried

BUILDING & TECHNOLOGY COMMITTEE: The Committee met before the Board meeting tonight to discuss the design elements in Phase II of the outdoor renovations, reported Chairperson Jordan Genso. In keeping with the original concept and building architecture, a contemporary design was chosen for the event pavilion. The space will provide shelter from the elements with portable tables, seating, storage and preparation space. The Committee also

approved changing the design to include a “dry river” in Millie’s Garden to replace the poured rubber mat in the initial proposal.

Cindy Mack will schedule a meeting in January with all Board Committees to formally review current projects and establish future plans.

NEW BUSINESS: Assistant Director Ed Rutkowski gave an informative presentation comparing and contrasting options for replacing the current telephone service contract. A memo and supporting documentation were supplied in the December Board packets. The Library’s equipment has reached its end-of-life and several variables were discussed. Board members requested additional information on several fronts which Ed Rutkowski will research and provide at a later date.

RESOLUTION 22-0068: Moved by Jordan Genso and seconded by Arla McPeek to amend the budget approved in Resolution 22-0027 from \$160,000.00 to \$160,629.00 to adjust for increased costs associated with software licensing. Motion carried.

Director Mack reported on a discussion by the Management Team to request July 3, 2023 as the one-time Floating un-paid Holiday for the 2023 calendar year. Traditionally, the Floating Holiday has been the Friday following Thanksgiving. Caitlyn Perry Dial asked for the Board to consider making the day after Thanksgiving a paid holiday while Jordan Genso favored making this day an unpaid holiday going forward.

RESOLUTION 22-0069: Moved by Jordan Genso and seconded by Jim Muzzin to approve the closure of the Library on the Friday following Thanksgiving in perpetuity as an unpaid holiday. Perry Dial – No, Jordan Genso – Aye, Patrick McDonald – Aye, Arla McPeek – Aye, Jim Muzzin – Aye, Kathryn Poppy – Aye. Motion carried.

BOARD COMMENTS: Jordan Genso described his daughters as being “thrilled” to find the new Launch Pads in the Youth Services Department. They remembered them fondly from the past. Jim Muzzin paid tribute to Jane Petrie’s service as a Library Board member for many years. As she retires, she will be sorely missed. Caitlyn Perry Dial good-naturedly repeated that she “wanted the staff to have the day after Thanksgiving off with pay.”

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:41 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, January 3, 2023

Board Meeting – 7:30 p.m., Tuesday, January 17, 2023