

***Brighton District Library
Board Meeting Minutes
January 8, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:35 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, Jim Muzzin, Jordan Genso, Jane Petrie, Rich Perlberg (Absent: Kathryn Poppy)

Staff: Library Director Cindy Mack

Public: Seth Penchansky from Daniels and Zermack Architects

Resolution 19-0001: Moved by Jim Muzzin and seconded by Jane Petrie to approve payment of bills based on claims docket in the amount of \$65,395.02 dated 01/08/19. Motion carried.

Resolution 19-0002: Moved by Jordan Genso and seconded by Jane Petrie to approve the 2019 Slate of Officers as follows: President Patrick McDonald, Vice-President Arla McPeek, Treasurer Jim Muzzin, Secretary Jordan Genso, Trustee Kathryn Poppy, Trustee Jane Petrie, and Trustee Rich Perlberg. Motion carried.

CALL TO THE PUBLIC: Seth Penchansky provided an update on the facility renovation plans. He discussed the qualifications for inviting contractors to bid, and who has already been identified as qualified. The board reviewed the schedule for the coming steps.

DIRECTOR'S REPORT: Cindy Mack inquired if the board would be interested in rescheduling the mid-February meeting, or would prefer to hold an extra board meeting on February 26th, in order to fit the timeline for the building renovation.

Resolution 19-0003: Moved by Jordan Genso and seconded by Jim Muzzin to reschedule the February 19th 2019 meeting to instead be held on February 26th 2019 at 7:30pm.

PRESIDENT'S REPORT: Patrick McDonald present the new committee assignments for the board members for 2019.

ADJORNMENT: Patrick McDonald adjourned the meeting without objection at 8:14 p.m.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
February 5, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:32 p.m.

ATTENDANCE: Patrick McDonald, Jim Muzzin, Jordan Genso, Kathryn Poppy, Rich Perlberg, Jane Petrie (Absent: Arla McPeek)

Staff: Library Director Cindy Mack

Resolution 19-0009: Moved by Jim Muzzin and seconded by Jane Petrie to approve payment of bills based on claims docket in the amount of \$65,152.91 dated 02/05/19. Motion carried.

Resolution 19-0010: Moved by Jim Muzzin and seconded by Jane Petrie to approve payment of bills based on claims docket in the amount of \$13,685.62 dated 01/29/19. Motion carried.

DIRECTOR'S REPORT: Some of the construction documents had been delayed by about a week, so the board won't have bids to review for the scheduled meeting on 02/26/19.

Resolution 19-0011: Moved by Jim Muzzin and seconded by Rich Perlberg to reschedule the 02/26/2019 board meeting back to the originally planned date of 02/19/19. Motion carried.

Cindy provided an update to the fundraising project for the youth services area playscape. And there was a discussion about the decision-making process for deciding whether or not to close the library due to severe weather conditions.

ADJORNMENT: Patrick McDonald adjourned the meeting without objection at 8:05 p.m.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
March 5, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:32 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, Jim Muzzin, Jordan Genso, Jane Petrie (Absent: Kathryn Poppy, Rich Perlberg)

Staff: Library Director Cindy Mack

Public: Seth Penchansky from Daniels & Zermack

Resolution 19-0014: Moved by Jim Muzzin and seconded by Jane Petrie to approve payment of bills based on claims docket in the amount of \$23,269.30 dated 03/05/19. Motion carried.

PUBLIC COMMENTS: Seth Penchansky presented the five bids received for the renovation project, explaining the reasons why the bid from Contracting Resources was the most attractive option available.

Resolution 19-0015: Moved by Jim Muzzin and seconded by Arla McPeek to contract with Contracting Resources for the library renovation project for the amount of \$717,000 plus 5% for contingencies as detailed in the revised capital improvement plan dated March 5, and to add an alternate expenditure for lights not to exceed \$30,000. Motion carried.

DIRECTOR'S REPORT: Cindy mentioned that the policy committee will need to take up two policies for potential revision, dealing with FOIA requests and employee sick time. She also presented a draft of the flyer for the youth area fundraiser.

ADJORNMENT: Patrick McDonald adjourned the meeting without objection at 8:12 p.m.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
April 2, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:30 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeck, Jim Muzzin, Jordan Genso, Kathryn Poppy, Rich Perlberg (Absent: Jane Petrie)
Staff: Assistant Director Ed Rutkowski

Resolution 19-0023: Moved by Jim Muzzin and seconded by Jordan Genso to approve payment of bills based on claims docket in the amount of \$17,446.00 dated 04/02/19. Motion carried.

DIRECTOR'S REPORT: none

ADJORNMENT: Moved by Jordan Genso and seconded by Kathryn Poppy to adjourn the meeting at 7:31 p.m. Motion carried.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
May 7, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:30 p.m.

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

Staff: Library Director Cindy Mack

Resolution 19-0028: Moved by Jim Muzzin and seconded by Jane Petrie to approve payment of bills based on claims docket in the amount of \$34,050.41 dated 05/07/19. Motion carried.

DIRECTOR'S REPORT: Cindy Mack presented her maternity leave request to the board.

Resolution 19-0029: Moved by Jim Muzzin and seconded by Arla McPeck to accept Director Mack's letter and the details of her upcoming maternity leave, subject to any clarification from the library's attorney. Motion carried.

Rich Perlberg raised concerns about ensuring the legality under FMLA of Cindy not being paid full-time if working part-time.

Cindy Mack highlighted some of the other board meetings, including the strategic planning committee which met on 5/7, and upcoming meetings for the fundraising committee (5/13), the building committee (5/16), and the finance committee (5/21).

ADJORNMENT: Patrick McDonald adjourned the meeting at 7:56 p.m. without objection.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
June 4, 2019***

CALLED TO ORDER: Kathryn Poppy, as acting President, called the meeting to order at 7:30 p.m.

ATTENDANCE: Kathryn Poppy, Jim Muzzin, Jordan Genso, Jane Petrie, Rich Perlberg
Absent: Patrick McDonald, Arla McPeek
Staff: Library Director Cindy Mack

Resolution 19-0036: Moved by Jim Muzzin and seconded by Jordan Genso to approve payment of bills based on claims docket in the amount of \$51,798.88 dated 06/04/19. There was discussion about the newsletter that was mailed out, with some poor service provided by the printer. Motion carried.

DIRECTOR'S REPORT: Cindy Mack discussed an upcoming decision that will need to be made with regard to recycling services provided to the library. There was also planning regarding the director evaluation process, as it will occur in July/August.

ADJORNMENT: Jim Muzzin motioned and Jordan Genso seconded to adjourn the meeting at 7:57 p.m. Motion carried.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
August 6, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:32 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, Jim Muzzin, Jordan Genso, Rich Perlberg, Kathryn Poppy. (Absent: Jane Petrie)
Staff: Assistant Director Ed Rutkowski

Arla McPeek provided an update from the building committee, regarding furniture that has been selected and ordered.

Resolution 19-0041: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve payment of bills based on claims docket in the amount of \$205,969.25 dated 08/06/19. Motion carried.

DIRECTOR'S REPORT: Ed Rutkowski presented the draft of the proposed budget for the next fiscal year. Board reviewed and discussed.

ADJORNMENT: Patrick McDonald adjourned the meeting at 7:53 p.m. without objection.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
September 3, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:32 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, Jim Muzzin, Jordan Genso, Jane Petrie, Kathryn Poppy. (Absent: Rich Perlberg)
Staff: Library Director Cindy Mack

DIRECTOR'S REPORT: Cindy Mack provided an update regarding the renovation project.

Resolution 19-0046: Moved by Jim Muzzin and seconded by Arla McPeek to approve payment of bills based on claims docket in the amount of \$166,239.11 dated 09/03/19. Motion carried.

ADJORNMENT: Patrick McDonald adjourned the meeting at 7:38 p.m. without objection.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
October 1, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:30 p.m.

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

Staff: Library Director Cindy Mack

Resolution 19-0050: Moved by Jim Muzzin and seconded by Arla McPeck to approve payment of bills based on claims docket in the amount of \$166,675.84 dated 10/01/19. Motion carried.

DIRECTOR'S REPORT: There was a Fundraising Committee meeting earlier in the day on 10/1/19. Cindy will be meeting with the playscape company, TMC, on 10/3/19 to discuss the timeline for getting the playscape installed in the youth area. Rich Perlberg discussed the potential for future fundraisers for the library.

ADJORNMENT: Patrick McDonald adjourned the meeting without objection at 7:52 p.m.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
November 5, 2019***

CALLED TO ORDER: Patrick McDonald called the meeting to order at 7:32 p.m.

ATTENDANCE: Patrick McDonald, Arla McPeek, Jim Muzzin, Jordan Genso, Kathryn Poppy, Rich Perlberg (Absent: Jane Petrie)
Staff: Director Cindy Mack

Resolution 19-0053: Moved by Jim Muzzin and seconded by Arla McPeek to approve payment of bills based on claims docket in the amount of \$5,670.15 dated 10/28/19 and \$270,169.42 dated 11/05/19. Motion carried.

DIRECTOR'S REPORT: The library renovation is wrapping up. Costs are in-line with what was expected.

ADJORNMENT: Moved by Arla McPeek and seconded by Jim Muzzin to adjourn the meeting at 7:44 p.m. Motion carried.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***BDL Board of Directors
Committee Meeting Minutes
December 3, 2019***

Present: President Patrick McDonald, Arla McPeek, Jim Muzzin, Kathryn Poppy.

Absent: Jordan Genso, Jane Petrie. **Staff:** Director Cindy Mack

DIRECTOR'S REPORT

Director Mack said Rich Perlberg has moved and no longer has an address within the library's service area. He has resigned his position on the board effective November 30, 2019. The board accepts his resignation with much regret.

The board will plan the details of finding his replacement at the next board meeting.

ADJOURNMENT

Arla McPeek moved the meeting be adjourned and Jim Muzzin seconded it. The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Arla McPeek

Vice President