

***Brighton District Library
Board Meeting Minutes
January 7, 2020***

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

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

Staff: Director Cindy Mack

Public: Phil Smith

Resolution 20-0001: Moved by Jim Muzzin and seconded by Jordan Genso to approve payment of bills based on claims docket in the amount of \$18,279.54 dated 12/30/19 and \$118,141.77 dated 01/07/20. Motion carried.

Cindy Mack provided details about the changes in the meeting rooms policy and what spurred them into necessity.

Resolution 20-0002: Moved by Jordan Genso and seconded by Jim Muzzin to approve the revision of the Meeting Room Policy #315. Motion carried.

Resolution 20-0003: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the 2020 Slate of Officers as follows:

President- Arla McPeek

Vice President- Jim Muzzin

Treasurer- Jordan Genso

Secretary- Kathryn Poppy

Trustee- Patrick McDonald

Trustee- Jane Petrie

Motion carried. Jim then took on the role of Chair for the remainder of the meeting.

DIRECTOR'S REPORT: Cindy provided updates regarding the building renovation and furniture orders. The library has publicized the board vacancy, and so far five applications have been received, including one from Phil Smith (in attendance).

ADJORNMENT: Moved by Kathryn Poppy and seconded by Patrick McDonald to adjourn the meeting at 8:06 p.m. Motion carried.

Respectfully submitted,

Jordan Genso
Secretary, BDL Board of Trustee

***Brighton District Library
Board Meeting Minutes
February 4, 2020***

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

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

Staff: Director Cindy Mack

Resolution 20-0006: Moved by Jordan Genso and seconded by Patrick McDonald to approve payment of bills based on claims docket in the amount of \$29,870.00 dated 02/04/20. Motion carried.

DIRECTOR'S REPORT: Cindy had extended the board's invitation to four of the applicants for the board vacancy to interview with the board during the meeting. One of the applicants withdrew their application. The other three were interviewed by the board in the following order:

Caitlyn Perry Dial at 7:35 p.m.

Barb Hardesty at 7:45 p.m.

Kara Shuell at 8:00 p.m.

After the interviews, the board members decided to make the appointment decision that evening.

Resolution 20-0007: Moved by Jim Muzzin and seconded by Patrick McDonald to appoint Caitlyn Perry Dial to fill the board vacancy for the remainder of the term. Motion carried.

ADJORNMENT: Moved by Jordan Genso and seconded by Jim Muzzin to adjourn the meeting at 8:32 p.m. Motion carried.

Respectfully submitted,

Jordan Genso
Acting Secretary, Board of Trustee

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
MARCH 3, 2020**

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

ATTENDANCE: Arla McPeek, Patrick McDonald, Jim Muzzin, Jordan Genso, Kathryn Poppy, Jane Petrie, Caitlyn Perry Dial (Absent: none).

Staff: Director Cindy Mack.

Public: Ailie Weaver, Anthony McKenna

RESOLUTION 20-0010: Moved by Jane Petrie and seconded by Caitlyn Perry Dial to approve the audit as presented. Motion carried.

Ailie Weaver, representing Maner Costerisan CPA, presented the audit for year ending November 30, 2019. "It was a very good year for the Brighton Library."

RESOLUTION 20-0011: Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of bills based on claims docket in the amount of \$24,416.11, dated 03/03/2020. Motion carried.

RESOLUTION 20-0012: Moved by Jordan Genso and seconded by Jane Petrie to allocate \$35,487 from fund balance to purchase end panels and A/BV Room chairs. Motion carried.

DIRECTORS REPORT:

The Library has a three-year contract with Maner Costerisan CPA. The State has mandated statewide changes to the Chart of Accounts for municipality entities. The library's fiscal year is already underway. Discussion was held regarding what bidding process might take place at contract end. Extending the contract in lieu of the changes to the Chart of Accounts was discussed.

PUBLIC COMMENTS: Anthony McKenna introduced himself as a member of the Northfield Township Library Board of Trustees. His family is moving to the Brighton area.

BOARD COMMENTS: Coronavirus concerns and precautions were discussed. Patrick McDonald indicated that a spotlight needed to be kept on the U.S. Flag at night or the flag needed to be taken down each evening at dusk.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:09 p.m. Motion carried.

Respectfully Submitted,

Kathryn Poppy
Secretary, BDL Board Trustee

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING
MINUTES
APRIL 3, 2020**

CALL TO ORDER: Arla McPeek called the meeting to order at 5:00 p.m.

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

Staff: Director Cindy Mack, Ed Rutkowski, Jennifer Osborne.

Public: None

APPROVAL OF AGENDA. Moved by Jordan Genso, seconded by Caitlyn Perry Dial. Roll Call: Unanimous. Motion carried.

APPROVAL OF MINUTES. Moved by Jim Muzzin and seconded by Jordan Genso. Roll Call: Unanimous. Motion carried.

STAFF COMMENTS. None.

PRESIDENT'S REPORT: Please thank the staff for their hard work during COVID-19.

DIRECTOR'S REPORT: In response to the pandemic, we are hopeful operations will resume in June. We have been connecting with statewide library organizations and local libraries. We are working to reschedule some events. Possible cancellations include Summer Fest. We will remain flexible as new information comes in. Digital Collection is being reviewed.

RESOLUTION 20-0016: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims docket dated March 17, 2020 in the amount of \$94,655.63 and claims docket dated March 30, 2020 in the amount of \$20,059.91. Roll Call: Unanimous. Motion carried.

RESOLUTION 20-0017: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated February 20, 2020 in the amount of \$44,179.34; March 5, 2020 in the amount of \$43,455.18; March 19, 2020 in the amount of \$43,126.62, and April 2, 2020 in the amount of \$42,269.34. Roll Call: Unanimous. Motion carried.

RESOLUTION 20-0018: Moved by Jim Muzzin and seconded by Jordan Genso to cancel the Board's scheduled meeting on April 7, 2020. Roll Call: Unanimous. Motion carried.

BOARD COMMENTS: Facebook page by professional staff has been handled nicely during COVID-19. Discussion about continuing staff pay throughout any closures. Discussion about how claims docket expenses might go down during closures.

NEXT MEETING: April 21, 2020. Location TBD. Awaiting direction from state and federal authorities.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 5:38 p.m. Roll Call: Unanimous. Motion carried.

Respectfully Submitted,

Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
July 7, 2020

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

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

DIRECTOR'S REPORT: Biggest concern with re-opening after holiday was enforcement of masks. The great majority of patrons brought masks. We couldn't have expected a better experience with opening our doors. There is a 30-minute "Grab and Go" so that we do not exceed capacity. So it is important that people are not lingering. We are being guided by the Center for Disease Control (CDC) and the Livingston County Health Department. We are the only library open in the county at the moment. All books were due June 30 but overdue fines will be forgiven for a few weeks longer. Inter-library loan is generally operational. The library remains closed on Sundays for now. Face masks were purchased cooperatively by Livingston County Libraries through Howell Library.

RESOLUTION 20-0030: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims dockets in the amount of \$82,054.19 dated 07/07/2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BUILDING COMMITTEE REPORT: The Committee met in the hour before this meeting and will have recommendations to the board in the weeks ahead regarding purchases.

POLICY & PERSONNEL COMMITTEE REPORT: Cindy sent committee an update on the 400 policies. Recommendation is that they be sent to the whole board for the next meeting.

DIRECTOR EVALUATION COMMITTEE REPORT: Tuesday, July 14, this committee is meeting with the Management Team for the 360 Review. Board members are asked to return evaluations by the August 1. They will be distributed in mid-July.

BOARD COMMENTS: Jordan Genso stated that he stopped by the library and the system is running smoothly. A staff member was manning the entrance. Arla McPeek asked about use of computers and shared equipment. Cindy Mack stated technology use is pending due to Covid-19 due to the cleaning protocols required and frequently use of shared space.

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

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
August 4, 2020

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

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

STAFF REPORT: Ed Rutkowski indicated that being open during Covid is definitely different. Slow but steady. No difficulties to report.

DIRECTOR'S REPORT: A few highlights to offer on next year's proposed budget: Property taxes are expected to be stable. A reduction in state aid is possible. Conservative estimates for penal fines are needed to keep budget on course. There is a trend of going "fine free" among libraries. More details to come. Automatic renewals are also considered. Gifts and donations will take a huge hit due to Friends of the Library Covid limitations on book sales. Expenditures show some reduction in salary. Outreach hours have recently gone toward Administration Assistant hours. Small amounts of savings have occurred in several departments. This is mainly due to attrition. The board will be approached to consider increases in staff salaries. Not a lot of travel expected to national conference. Savings is anticipated in technology as not as many computers will need to be replaced. Friends pay for programming. There is a reduction expected in programming costs. We are proposing a \$10,000 increase for digital materials. The parking lot is due to be re-sealed. The proposed amount to put into the Capital Fund is \$256,000. A more detailed discussion of the budget will take place at our next meeting. The Brighton Library earned a grant for 11 additional hot spots.

RESOLUTION 20-0034: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims dockets in the amount of \$46,903.79 dated 08/04/2020. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

DIRECTOR EVALUATION COMMITTEE REPORT: Thank you everyone for submitting evaluation surveys. The Committee will meet with the director soon and discussion will be held at the next meeting.

BOARD COMMENTS: Caitlyn Perry Dial stated the library operations looked good today, Election Day. Arla McPeek stated that she visited another library on the west side of the state. They are open 10-noon to seniors and similar groups. Their computer area was open. Kathryn Poppy stated she understands that more than 15 minutes of exposure and within six feet of someone is considered high risk. Cindy stated that Chromebooks might help provide a creative solution to provide patrons with computers. More to come.

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

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
September 1, 2020**

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

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

RESOLUTION 20-0038: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of bills based on claims dockets in the amount of \$22,804.28 dated 09/01/2020. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

BUILDING RENOVATION UPDATE: Ordered furniture has trickled in over several weeks/months. New end-panels have been installed. Teen area presents an opportunity for fund-raising for an outdoor patio space with outdoor furniture. Cubicles from Ferndale Library are available. An front atrium project is an option for us. Architect Seth Penchansky presented the opportunity to the board for installation of new front entrance doors which are currently 20 years old and requiring regular repair and maintenance. The doors are corroding and rusting and have holes in them. A slight expansion of the atrium space is also possible. A change in the vestibule would help mitigate cold air and could include pick-up lockers to serve Brighton's large commuter population. Basically the same type of look would be present when folks enter. The project is mainly utilitarian and not for beautification although lighting would be added as well as landscaping.

Patrick McDonald asked might it be better to have manual doors with wheelchair access instead of automatic doors that receive so much wear and tear. Discussion was held regarding the use of strollers and hidden expenses within different systems. Seth also indicated that his firm would be keeping an eye on HVAC in the building to ensure new equipment is appropriately operating during winter months.

DIRECTOR'S REPORT: The budget hearing should be posted soon. No changes are expected to the budget. We are verifying posting guidelines for COVID-19. There is an uptick in visits to the building. Chrome Books will be available for 24-hour check out in lieu of computer access in the library.

BOARD COMMENTS: Members agreed they miss seeing and meeting with everyone in person.

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

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
October 6, 2020**

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

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

APPROVAL OF AGENDA. Moved by Jordan Genso and seconded by Patrick McDonald. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

STAFF COMMENTS. Ed Rutkowski indicated that library work has increased as of late.

DIRECTOR'S REPORT. Our attorney stated that with the rate of change that has occurred with COVID, it is appropriate for our library to continue as we are at this time. We are very pleased with our legal counsel. We are examining our authority to mandate the use of masks. Most people are aware of the need to wear masks. It is possible the library would need to return to curbside service if patrons do not wear masks. It is important that we provide a safe environment for our staff. Patrick McDonald stated that it might be helpful to err on the side of enforcing mask use, but do everything possible that it be done voluntarily. Cindy stated that the year-end budget is looking good.

RESOLUTION 20-0044: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of bills based on claims dockets dated September 29, 2020 in the amount of \$16,617.51 and dated October 6, 2020 in the amount of \$16,243.67. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

PLANNING & FUND-RAISING UPDATE: Chair Patrick McDonald reported that this committee met this evening. Consideration is being given to requesting donations via email to the core donor base. A Thanksgiving Thank-You and Donation Request is possible.

NEW BUSINESS: Regarding COVID, if we enforce a mask policy, the board might need to pass a resolution at a future meeting.

BOARD COMMENTS: Comments were made about members running in an upcoming 5K if the Brighton Library offers a 5K run as part of its fund-raising efforts.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:51 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
November 3, 2020

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

ATTENDANCE: Patrick McDonald (Genoa Township), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Caitlyn Perry Dial (City of Brighton), Kathryn Poppy (Genoa Township). Staff: Director Cindy Mack and Ed Rutkowski. Absent: Jordan Genso, Jane Petrie. Public: None.

APPROVAL OF AGENDA. Moved by Caitlyn Perry Dial and seconded by Jim Muzzin. McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

PUBLIC COMMENTS. None

STAFF COMMENTS. Ed Rutkowski indicated that staff VPN is now fully operating. All computer resources that staff would access at work are available remotely.

PRESIDENT'S REPORT. Arla's board packet arrived 15 days later than other board members. Mail seems to be struggling. **An email** was received from two persons in support of the library being fully operational as before the pandemic. Arla provided a response to the persons and indicated how the library is currently following the recommendations of professional and governmental organizations, including leaders in the field of health.

DIRECTOR'S REPORT. The main November board meeting will be held the fourth **Tuesday of November** due to the end of the fiscal year. Ingram purchases will appear higher on this docket as materials have not been ordered from them for some time due to the pandemic. Staff members **will** receive gift cards this year in lieu of the annual holiday party due to the pandemic.

RESOLUTION 20-0047: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket in the amount of \$37,766.38 dated 11/03/20 noting that Jordan Genso is reviewing the bills and will bring any additional insights to the board. McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

COMMITTEE UPDATE: None.

NEW BUSINESS:

RESOLUTION 20-0048: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the closure of the Library on December 26, 2020 and January 2, 2021. McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Kathryn Poppy asked that it be publicized that computers and hotspots are available for check-out during this holiday week.

RESOLUTION 20-0049: Moved by Jim Muzzin and seconded by Patrick McDonald to allocate up to \$10,000.00 of the library's savings from this year's budget for the director to **use for one-time year-end bonuses** that would recognize certain staff members for exemplary service to the Library over the past year. McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial wished all candidates good luck on today's election. Patrick McDonald asked that the agenda could be sent a little earlier for this monthly all-committee meeting. Cindy Mack responded that the "kinks are getting worked out" for this new practice for the first meeting of the month, in place for Covid. Kathryn Poppy stated

that it's an important night for us as a nation due to the Presidential election and it's been nice to share it with the board.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:15 p.m. McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee