

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
January 5, 2021**

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

ATTENDANCE: Jordan Genso (City of Brighton), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Caitlyn Perry Dial (City of Brighton).

Absent: Patrick McDonald, Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

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

STAFF COMMENTS: Observing from the Reference Desk, Ed Rutkowski noted that requests for curbside service had dropped off significantly when the building reopened. Patrons are returning at a steady pace and the Library is not too crowded.

PRESIDENT'S REPORT: Arla McPeek appreciated the letter offering help and support from Congresswoman Elissa Slotkin and State Representative Ann Bolin. Letters were sent to all of the newly elected Trustees.

DIRECTOR'S REPORT: With local and state COVID-19 infection rates going down, the decision was made to return to Phase 4 on January 5, 2020 and reopen the Library for "Grab and Go" visits of 30 minutes or less. Door monitors keep the building capacity at 30% and reinforce our mask policy with very little pushback. Library staff reports that our patrons are happy to be able to access the collection directly. In response to a press release, the Livingston County Daily Press & Argus newspaper interviewed Cindy Mack and printed an article and photos featuring our reopening.

COMMITTEE REPORTS: Plans for the committees to meet in the next six weeks will be coordinated by the Library Director and the Committee Chairpersons.

BUDGET & FINANCE:

RESOLUTION 21-0001: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims dockets dated December 21, 2020 in the amount of \$20,436.61 and dated January 5, 2021 in the amount of \$40,443.28. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion carried.

OLD BUSINESS:

RESOLUTION 21-0002: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve an Extension of Emergency Paid Sick Leave as prepared by legal counsel. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion carried.

NEW BUSINESS:

RESOLUTION 21-0003: Moved by Jordan Genso and seconded by Jim Muzzin to approve the 2021 Meeting Schedule as presented. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion carried.

RESOLUTION 21-0004: Moved by Jordan Genso and seconded by Jim Muzzin to approve to 2021 Slate of Officers as follows: President Arla McPeek, Vice President Jim Muzzin, Treasurer Jordan Genso, Secretary Kathryn Poppy, Trustee Patrick McDonald, Trustee Caitlyn Perry Dial, Trustee Jane Petire. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion carried.

BOARD COMMENTS: Jordan Genso visited the Library on the first day it reopened and reiterated that it remains a comforting space. Arla McPeek concurred.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Jordan Genso to adjourn the meeting at 7:55 p.m. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETING:

Board Meeting - Tuesday, January 19, 2021

**BRIGHTON DISTRICT LIBRARY
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
February 2, 2021**

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

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

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

PUBLIC COMMENTS. None

STAFF COMMENTS. New staff cubicles are a welcome change.

PRESIDENT'S REPORT. None

DIRECTOR'S REPORT. Staff has been very happy with the new staff cubicles, a grand finale for the renovation.

RESOLUTION 21-0007: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket in the amount of \$37,845.05 dated 02/02/21. Genso-aye, McDonald-aye, McPeek-aye, Perry Dial-aye, Poppy-aye. Motion carried.

COMMITTEE UPDATES: Kathryn Poppy reported that the Public Relations Committee met just prior to this meeting and is diligently working to anticipate communication needs for any outdoor summer events that are in keeping with public safety during this era of pandemic. Direct mail to the residents of the Brighton District Library area is under consideration, which could also include the report to the community. Finally, the Committee discussed policy, strategic planning goals and available media venues.

NEW BUSINESS: None

BOARD COMMENTS: Caitlyn Perry-Dial reported that the new children's area continues to enchant. Kathryn Poppy and Patrick McDonald offered that despite trials, we can be grateful for many blessings.

ADJOURNMENT: Moved by Caitlyn Perry-Dial and seconded by Jordan Genso to adjourn the meeting at 7:46 p.m. Genso-aye, McDonald-aye, McPeek-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

**BRIGHTON DISTRICT LIBRARY
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
March 2, 2021**

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

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

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

PUBLIC COMMENTS. None

STAFF COMMENTS. Ed Rutkowski reported that a huge virtual adult program took place. Steady going overall.

PRESIDENT'S REPORT. None

DIRECTOR'S REPORT. Cindy Mack reported that there was a New Executive Order out today that increases capacity to 50%. Leadership will be needed from legal counsel and the board regarding in-person Board meetings. In-person indoor programming might begin after all staff members are fully vaccinated. The vaccinations available do not currently permit library employees to be classified as essential workers who qualify for vaccines. Patrick McDonald indicated that Livingston County has a low SVI (Social Vulnerability Index) which can impede vaccinations being available in this County. Discussion was held regarding how soon vaccines might be available to employees.

RESOLUTION 21-0010: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims docket in the amount of \$21,344.17 dated 03/02/21. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion carried. Discussion was held on the depth and breadth of the available Consumer Reports database. Cindy confirmed the need and usage of offsite storage.

COMMITTEE UPDATES: Building Committee will be meeting tomorrow.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD COMMENTS: Arla McPeek thanked Kathryn Poppy for taking minutes. Kathryn asked about sealing or treating the commemorative bricks to ensure their longevity.

ADJOURNMENT: Moved by Caitlyn Perry-Dial and seconded by Jordan Genso to adjourn the meeting at 8:03 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
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
April 6, 2021**

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

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

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

PUBLIC COMMENTS. None

STAFF COMMENTS. Assistant Director Ed Rutkowski reported that summer planning is in full swing. This summer we should notice improvement in the PA system used for outdoor events.

PRESIDENT'S REPORT. None

DIRECTOR'S REPORT. The City of Brighton has declared a state of emergency through end of August. Perhaps we will begin meeting as a board in early June, perhaps meet outside. Discussion was held about whether the board might convene in person through the end of August. Legal counsel will provide ongoing input on the permissions granted for virtual meetings under the law.

RESOLUTION 21-0017: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on claims docket in the amount of \$25,998.75 dated 04/06/21. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

COMMITTEE UPDATES: Jordan Genso indicated that the building committee met with Seth to discuss options for front area improvements. Another meeting is being planned to further firm up numbers. Kathryn Poppy indicated the public relations committee will be meeting before the board's next meeting. Jim Muzzin reported that the policy committee anticipates going over the 300 policies next.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD COMMENTS: Patrick McDonald expressed the hope that everyone had a nice Easter.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:47 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

**BRIGHTON DISTRICT LIBRARY
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
May 4, 2021**

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

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

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

PUBLIC COMMENTS. None

STAFF COMMENTS. Assistant Director Ed Rutkowski reported that things continue to gear up for summer.

PRESIDENT'S REPORT. None

DIRECTOR'S REPORT. We are conducting a salary survey with other Michigan libraries our size. Other recent projects continue to move forward. Waiting to hear back from attorney and architect for forthcoming updates. Getting to know the Livingston County United Way has been a really worthwhile experience. Cindy has attended United Way virtual meetings and is getting to know folks in the community. Covid numbers continue to go down. Additional computers are being planned in early June at the library for the public.

RESOLUTION 21-0020: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket in the amount of \$20,353.64 dated 05/04/21. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

COMMITTEE UPDATES: A Building Committee meeting is in the process of being scheduled. Outdoor fund-raising events are under consideration for this summer. The Public Relations Committee is developing the Public Relations Plan and a meeting is anticipated in the coming weeks. The Plan is coming along nicely.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD COMMENTS: Jordan Genso asked about in-person board meetings for summer. Virtual board meetings are planned through August. Cindy indicated that The Friends of the Library is planning a smaller size book sale outside in a tent.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 7:50 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
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
June 1, 2021

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

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

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

PUBLIC COMMENTS. None

STAFF COMMENTS. A lot of people are using the building again and there are a lot of changes to assimilate but it's going well. Computers are beginning to be used by the public.

PRESIDENT'S REPORT. None

DIRECTOR'S REPORT. A MIOSHA ruling came in last week and is focused on employee safety. Vaccinated staff will not need to wear a mask after July 1. Unvaccinated staff members are likely to need to wear masks after July 1 based on these guidelines. Right now, all are encouraged to wear a mask. Most people continue to wear masks. These guidelines stipulate that a designated safety coordinator must be on call at all times. The Director will likely fill this role. A slow and steady roll out of services continues. When operating at full capacity, the library is permitted 80 people in the building per the fire department.

RESOLUTION 21-0024: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket in the amount of \$31,045.16 dated 06/01/21. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Jordan Genso reported that a Building Committee meeting is coming up to discuss changes to the entrance. Kathryn Poppy reported that the PR Plan continues to be under review and a meeting is being scheduled. Patrick McDonald stated that the Fund Raising Committee met tonight. Seven people were present. Discussion was held about a Report to the Community and a Relax in the Stacks type event, perhaps in September. Policy and Personnel items include an upcoming meeting to discuss the wage study.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 21-0025: Moved by Jordan Genso and seconded by Jim Muzzin to approve the updated COVID-19 Preparedness and Response Plan as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Jordan Genso stated that a recently distributed email from the Michigan Library Association mentioned our State Senator Lana Theis. The email will be forwarded to the Board. Patrick McDonald stated that it was a pleasure to meet with the fund-raising committee and to work with its members this evening. Arla McPeek stated that the community has provided very positive feedback to her regarding the

recent Library Upcoming Events newsletter and layout. “We have a good story to tell and it’s told well in that document,” she stated.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 7:57 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion carried.

Respectfully Submitted,
Kathryn Poppy
Secretary, BDL Board Trustee

BRIGHTON DISTRICT LIBRARY
VIRTUAL BOARD MEETING (COVID-19)
MINUTES
August 3, 2021

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

ATTENDANCE: Jordan Genso (City of Brighton), Patrick McDonald (Genoa Township), Arla McPeek (Genoa Township), Caitlyn Perry Dial (City of Brighton).

Absent: Jim Muzzin, Jane Petrie, Kathryn Poppy

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

Public: None.

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

PUBLIC COMMENTS: None

STAFF COMMENTS: Ed Rutkowski reported that the staff continues to adjust to the changing pandemic climate. Patrons are mostly willing to go along with the ongoing changes without much push-back. The Management Team is constantly adjusting mitigation measures to the current health concerns.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack reported that the COVID-19 (Delta variant) case count in Livingston County has risen to "Substantial" triggering her to recommend that the Library staff begin wearing masks again at the service desks and when they are working less than six feet apart. If the case count rises to "High" masks will become mandatory for the safety of the staff and patrons. 95% of the staff members are currently vaccinated. With the absence of any state or federal masking mandates, the new surge of infection will be address by controlling the Library environment. As in the past, seating, computer availability, traffic, etc. will be adjusted as needed. Caitlyn Perry Dial added that private entities will need to set their own priorities, keeping an eye on trends and safety. Arla McPeek indicated that the Library is on the right track to lower the pressure on the staff and ease the tension that is so prevalent today.

RESOLUTION #21-0034: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated August 3, 2021 in the amount of \$25,084.80. Genso-aye, McDonald-aye, McPeek-aye, Perry Dial-aye. Motion carried.

COMMITTEE UPDATES: Jordan Genso reported that the Building & Technology Committee will meet tomorrow, August 4, 2021, at 4 p.m. Patrick McDonald said that the Planning & Fundraising Committee met at 6:45 p.m. today and the members expressed concerns about holding the Relax in the Stacks event on September 24, 2021 because of the current uptick in COVID-19 infections. The Committee will proceed with their plans and meet during the last week of August to reassess the situation.

OLD BUSINESS: None

NEW BUSINESS:

Cindy Mack presented the highlights of the FY 2021-2022 Budget Proposal. Going into the new year, the projection is for expenditures to remain steady, the revenue flow to be stronger and maintain the fund balance currently standing at 30%+. Capital expenditures will include adding an drive-up book return and miscellaneous small improvements throughout the building and grounds. The proposed budget also includes increasing salary, wages and benefits to

staff, adding significant funding for books, materials and electronic resources and returning to standard training opportunities. Details of the Budget Proposal will be discussed at the August 17, 2021 Meeting of the Trustees.

BOARD COMMENTS: Jordan Genso was wished good luck in today's primary election on his candidacy for Brighton City Council.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:55 p.m. Genso-aye, McDonald-aye, McPeek-aye, Perry Dial-aye. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 7, 2021

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

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

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

PUBLIC HEARING ON THE ADOPTION OF THE 2021-2022 BUDGET:

***Close Board Meeting:** Moved by Kathryn Poppy and seconded by Jordan Genso to close the regular Board meeting at 7:33 p.m. Motion carried.

* **Open Public Hearing on Adoption of the 2020-2022 Budget:** Moved by Patrick McDonald and seconded by Jim Muzzin to open the Public Hearing on the Adoption of the 2021-2022 Budget at 7:34 p.m. Motion carried.

* **Public Comments:** None

* **Close Public Hearing and Reopen the Board Meeting:** Given no public comments, moved by Caitlyn Perry Dial and seconded by Jordan Genso to close the Public Hearing and reopen the Board meeting at 7:36 p.m. Motion carried.

STAFF COMMENTS: None

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack stated her determination to meet the needs of the public while the local COVID-19 pandemic case load remains at "High." The current mitigation efforts are keeping the Library staff safe and will continue until they are no longer needed. A conversation was held regarding the future of in-person Board meetings. Board members agreed that meeting in-person was preferable to virtual meetings. In the future, the Board President and the Library Director will decide the appropriate forum and inform the members within a week of scheduled meetings. There is no new information on the bid for the front entrance renovation from Contract Resources. Concerns were expressed about having the doors replaced before cold weather set in. Cindy will follow-up.

COMMITTEE UPDATES:

Budget & Finance Committee:

Resolution 21-0039: Moved by Jordan Genso and seconded by Caitly Perry Dial to approve the payment of bills based on the claims docket dated August 26, 2021 in the amount of \$12,623.18 and the claims docket dated September 7, 2021 in the amount of \$44,865.26. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Resolution 21-0040: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Charter Millage Levy for 2021-2022 at 0.6418 mills and the Voted Millage Levy for 2021-2022 at 0.2110 mills. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Resolution 21-0041: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the 2021-2022 General Fund Summary Budget and the Capital Fund Budget dated September 7, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Planning & Fundraising: Chairperson Patrick McDonald shared that the Library is “in the midst” of creating a video featuring key library staff and Trustees recognizing and thanking donors for supporting the Library.

OLD BUSINESS: None

NEW BUSINESS: With the library’s current HVAC system warranty ending soon, Cindy Mack recommended that the Library return to a new service contract with Goyette Mechanical Company. She praised Goyette for their prompt and superior service during their ten-year history with the Library. The bid for the 2021-2022 one-year HVAC Service Contract was \$2,000.00+ lower than the current contractor and it contains far more services.

Resolution 21-0041: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to waive the competitive bidding process and establish a one-year (2021-2022) HVAC Service Contract with Goyette Mechanical Company not to exceed \$7,800.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

BOARD COMMENTS: Kathryn Poppy commented on the many accomplishments she has witnessed since joining the Board eight years ago. She thanked Cindy Mack for her leadership stating the “an upward trajectory is clear.” Patrick McDonald added that it had been a good meeting.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 8:02 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NETX MEETINGS:

Board Meeting: Tuesday, September 21, 2021

Committee Meeting: Tuesday, October 5, 2021

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 5, 2021**

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

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

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Jane Petrie. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: None

PRESIDENT'S REPORT: None.

DIRECTOR'S REPORT: A water leak was discovered and a valve repaired. It was originally difficult to reach the vendor who is under contract. We were fortunate on the location of the leak. Nothing was ruined. A roof issue and an HVAC issue are being explored and updates will be forthcoming.

COMMITTEE UPDATES:

Budget & Finance Committee:

Resolution 21-0045: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated October 5, 2021 in the amount of \$21,616.49. Motion Carried.

Building & Technology Committee:

The renovation costs for the front entry have increased and the Building Committee will be meeting to discuss whether to move forward with the project. A recommendation will be brought to the Board.

Planning & Fundraising: A thank you note was sent to our benefactors, thanking them and introducing the new donor thank you video.

Public Relations Committee: A brainstorming session was held this afternoon. The committee is working on growing long-term practices with an emphasis on 2021-2022 priorities.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD COMMENTS: Jane Petrie expressed she was very glad to see everyone. Kathryn Poppy expressed: Stay safe with COVID. It's not over yet; but we've come a long way.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 7:44 p.m. Motion Carried.

Respectfully submitted,

Kathryn Poppy, Recording Secretary
Brighton District Library

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES – VIRTUAL
November 2, 2021**

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

ATTENDANCE: Jordan Genso (City of Brighton), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Caitlyn Perry Dial (City of Brighton), Kathryn Poppy (Genoa Township). Patrick McDonald arrived at 7:37 p.m. Absent: Jane Petrie. Staff: Library Director Cindy Mack, Assistant Director Ed Rutkowski. Public: None.

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial. Roll Call Vote: Jordan Genso-aye, Patrick McDonald-aye, Arla McPeek-aye, Jim Muzzin-aye, Caitlyn Perry Dial-aye, Kathryn Poppy-aye. Motion Carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: None

PRESIDENT'S REPORT: None.

DIRECTOR'S REPORT: Strategic goals will be discussed at the next Board meeting. Suggested changes from the Board can be sent to Cindy by Monday, November 15. The library fine-free model, introduced at the last meeting, will also be discussed then. Replacement doors for the front entrance might take three months for install due to material shortages and holidays. Accommodating the public entering the library building during this installation is being planned. Cindy will keep the board apprised as project bids are received. A special meeting might be scheduled so that the Board can discuss and approve what expenditures might be allocated.

BUDGET & FINANCE COMMITTEE:

Resolution 21-0048: Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated November 2, 2021 in the amount of \$26,188.61. Roll Call Vote: Jordan Genso-aye, Patrick McDonald-aye, Arla McPeek-aye, Jim Muzzin-aye, Caitlyn Perry Dial-aye, Kathryn Poppy-aye. Motion Carried.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD COMMENTS: Caitlyn Perry Dial wished Jordan good luck on the City Council election today.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Jordan Genso to adjourn the meeting at 7:52 p.m. Roll Call Vote: Jordan Genso-aye, Patrick McDonald-aye, Arla McPeek-aye, Jim Muzzin-aye, Caitlyn Perry Dial-aye, Kathryn Poppy-aye. Motion Carried.

Respectfully submitted,

Kathryn Poppy, Recording Secretary
Brighton District Library

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES (VIRTUAL)
December 7, 2021**

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

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

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Jane Petrie to approve the agenda. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion carried.

DIRECTOR'S REPORT: Several projects continue to move forward. Cindy will attend a Director training in Grand Rapids, with focus on Diversity Equity and Inclusion this week. Goyette is coming to check the furnace as temperatures have been a bit colder in the building lately.

RESOLUTION 21-0055: Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of bills based on the claims docket in the amount of \$17,984.68 dated 12/7/2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion carried.

Cindy Mack shared revisions recommended by the Library's attorney, for the Library's circulation policy, as the policy needs to be updated to reflect changes in overdue fines that were enacted at the November 23 Board meeting.

RESOLUTION 21-0056: Moved by Patrick McDonald and seconded by Jordan Genso to approve revisions to Circulation Policy #302 as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Poppy-aye. Motion carried.

BOARD COMMENTS: Jordan Genso indicated the exuberant interest of his daughter in checking out as many books as possible from the Library and appreciation to the staff members who help make this happen. Patrick McDonald indicated that the Board might discuss at a future meeting whether the Library as an educational institution might offer a resolution supporting the recent resolution of the Brighton Area Schools Board of Education. The Board of Education resolution regarded the presence of marijuana dispensaries within the specific geographical area of the Brighton schools district.

ADJOURNMENT: Moved by Jordan Genso and seconded by Jane Petrie to adjourn the meeting at 7:55 p.m. Motion carried.

Respectfully Submitted,
Kathryn Poppy, Secretary