

**BRIGHTON DISTRICT LIBRARY
IN-PERSON BOARD MEETING (COVID-19)
MINUTES
January 4, 2022**

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

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

DIRECTOR'S REPORT: Virtual programming is under close scrutiny with rising Covid numbers after the holiday. All January programming is slated to be virtual. Covid numbers will continue to be reviewed and February programming will be evaluated at the end of January. Staff availability is tentative due to Omicron and Covid-related impacts. Unprecedented staffing challenges might require the library to close its doors for brief periods of time during these weeks as has happened with other Metro Detroit libraries. The annual appeal has generated more than \$19,000 so far. The highest we have seen in some time. Final numbers will be available in the next couple of weeks.

RESOLUTION 22-0001: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated January 4, 2022 in the amount of \$32,271.56. Motion Carried Unanimously.

RESOLUTION 22-0002: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the 2022 Meeting Schedule as presented. Motion Carried Unanimously.

RESOLUTION 22-0003: Moved by Patrick McDonald and seconded by Jim Muzzin to approve the 2022 Slate of Officers as follows: President Jim Muzzin, Vice-President Jordan Genso, Treasurer Kathryn Poppy, Secretary Caitlyn Perry Dial, Trustee Arla McPeek, Trustee Patrick McDonald, and Trustee Jane Petrie. Motion Carried Unanimously.

At this point in the meeting, as new President of the Board, Jim Muzzin accepted the gavel from Past President Arla McPeek.

RESOLUTION 22-0004: Moved by Arla McPeek, seconded by Caitlyn Perry Dial to remove Jordan Genso's signature as authorization for any appropriate Brighton District Library Huntington Bank Accounts. Motion Carried Unanimously.

RESOLUTION 22-0005: Moved by Patrick McDonald and seconded by Jordan Genso to add Kathryn Poppy's signature as authorization for any appropriate Brighton District Library Huntington Bank Accounts. Motion Carried Unanimously.

BOARD COMMENTS: "A peaceful and healthy New Year to all of you" from Patrick McDonald. Jordan Genso wished the board good nourishment in the New Year. Jim Muzzin asked that board members send word to him regarding their interest in 2022 committee assignments.

ADJOURNMENT: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:53 p.m. Motion Carried Unanimously.

Respectfully Submitted,

Kathryn Poppy, Secretary
Brighton District Library

Brighton District Library Committee Meeting Minutes
February 1, 2022

Called to order at 7:30pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy, Patrick McDonald. Staff: Cindy Mack. Public: None

Director's Report: With consultation with President Muzzin, Cindy has made the decision to close the library on 2/2/22 due to the coming winter storm. A decision will be made for 2/3/22 will be made late Wednesday depending on conditions. It is possible the library will open but on a delay.

One quote has been received for landscaping design with 2 more coming.

Resolution 22-0010: moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket in the amount of \$27,211.09, dated February 1, 2022. Motion carried unanimously by voice vote.

New Business

Website Redesign

Kathryn Poppy posed questions on the proposals offered and the status of ownership of the website files. Director Mack answered all questions in the affirmative that the library will maintain all ownership of website files. The library is only contracting the build and maintenance of the website.

Jordan Genso asked if money were not a question which company would the director choose. Director Mack said WalkOne based on their focus on the user experience.

Resolution 22-0011: moved by Arla McPeek and seconded by Jordan Genso to accept the proposal from WalkOne Technology Solutions to design a new website and build a local genealogy database at a cost not to exceed \$16,000. Motion carried unanimously by voice vote.

Board Comments: Arla noted how wonderful it was to have the library distributing masks. Patrick pointed out the library's recent publications and how well designed they are. Jim noted that Cindy was on WHMI last weekend and did a fabulous job. He also wished Caitlyn and Jordan luck as they interview for the open city council seat this week.

Motion to adjourn by Kathryn Poppy seconded by Arla McPeek. Adjourned at 8:04pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes
March 1, 2022

Called to order at 7:30pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy and Jane Petrie.

Staff: Cindy Mack. Public: None

Director's Report: New window blinds are being installed next week. A copy of the library's financial audit was distributed for board members to read and review before the next board meeting.

Resolution 22-0015: moved by Kathryn Poppy and seconded by Jane Petrie to approve the payment of bills based on the claims docket in the amount of \$28,837.58, dated March 1, 2022. Motion carried unanimously by voice vote.

PR Committee: Caitlyn reported that the PR Committee met at 6:30 that evening to discuss two items. The first was a discussion of the website redesign and what the wants and needs were that needed to be communicated with the designers. The committee is open to hearing any comments. The second item for discussion was a Crisis Communications Plan. Cindy has drafted a plan and will bring the final version to the board for review. Since this is a plan and not a policy, no board vote is needed.

New Business - None

Old Business - None

Board Comments: None

Motion to adjourn by Arla McPeek seconded by Kathryn Poppy. Adjourned at 7:45pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

A handwritten signature in black ink that reads "Caitlyn Perry Dial". The signature is written in a cursive, flowing style.

Brighton District Library Committee Meeting Minutes
April 5, 2022

Call to Order: President Jim Muzzin called the meeting to order at 7:30 p.m.

Attendance: Pat McDonald, Arla McPeek, Jim Muzzin, Kathryn Poppy. Staff - Director Cindy Mack

Director's Report:

- We have had mechanical problems with the heating system lately, including a belt that needed to be replaced, a leaking coil and a condenser not working. As a result, heating in the building has been a bit inconsistent. It is fixed now.
- In the next week or two the fundraising, finance and building committees will all meet.
- Cindy has initiated communication with the library's attorney regarding institution of a policy that Request for Reconsideration forms may only be submitted by local residents, not outside groups with no local connection.

Resolution 22-0021: Moved by Kathryn Poppy and seconded by Patrick McDonald to approve the payment of bills based on the claims docket in the amount of \$41,929.70 dated April 5, 2022. The motion passed unanimously.

Water softener replacement project –Beauchamp's bid was less expensive than the other two vendors who responded with proposals, owing partly to the fact Beauchamp recommended a smaller unit. When asked, Beauchamp supplied us with a second proposal for a larger unit (which was still cheaper than the other two vendors) but insisted the smaller unit was perfectly adequate for our building. The board trusts their expertise and opted for the smaller unit.

Resolution 22-0022: Moved by Arla McPeek and seconded by Kathryn Poppy to accept the quote from Beauchamp Water Treatment Solutions for the water softener replacement project. Cost not to exceed \$7,000 with funding coming from the Capital Expense Fund. The motion passed unanimously.

Full-time Youth Librarian – In the last few months we have had two part-time employees leave Youth Services. In this labor market it is easier to hire full time workers, and the cost of benefits isn't a big concern because two other employees didn't use the health insurance that was budgeted for them this year. We have nine applicants for this new position full-time position, five of them very strong.

Resolution 22-0023: Moved by Patrick McDonald and seconded by Arla McPeek to approve the creation of a full-time Youth Services Librarian position, with funds budgeted from two part-time open positions in Youth Services. The motion passed unanimously.

Adjournment: Kathryn Poppy moved to adjourn the meeting and Arla McPeek seconded the motion. The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Arla McPeek, Trustee

Brighton District Library Committee Meeting Minutes
May 3, 2022

Called to order at 7:31pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy, Patrick McDonald. Staff: Cindy Mack. Public: None

Director's Report: We will hear later in the meeting, but the RFB for landscaping was received. New automatic doors for the front entrance were finally installed. Community events have been picking back up so Cindy's agenda has been quite busy.

Resolution 22-0028: moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket in the amount of \$35,437.80, dated May 3, 2022. Motion carried unanimously by voice vote.

New Business

Landscaping Project - Jordan

Jordan Genso presented the landscape design put together by Michigan Landscape Professionals and the corresponding Request for Bids (RFB).

Discussion of the landscape design centered on the use of educational spaces outside of the library and flow of traffic for library patrons. Timing of the suggested projects also centered on when the best time of year would be to move plants for Millie's Garden. Ideally, work on Millie's Garden will not begin until winter/spring 2023.

Discussion moved to the timing of the RFB and if two weeks was enough time to allow the Building Committee to review and make recommendations by the next board meeting on May 17th.

Resolution 22-0029: moved by Jordan Genso and seconded by Kathryn Poppy to move the May 17, 2022 Library Board meeting to May 24, 2022 in order to accommodate a review of bids. Motion carried unanimously by voice vote.

Resolution 22-0030: moved by Jordan Genso and seconded by Arla McPeek to accept the RFB as presented, based on the conceptual designs prepared by Michigan Landscape, and sent out to vendors for a return date by 5/23/22. Motion carried unanimously by voice vote.

Board Comments: None

Motion to adjourn by Arla McPeek seconded by Jordan Genso. Adjourned at 8:08pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MEMO
June 7, 2022

President James Muzzin called the roll at 7:30 p.m.

IN ATTENDANCE: Jim Muzzin, Kathryn Poppy, Caitlyn Perry Dial

Absent: Jordan Genso, Arla McPeek, Patrick McDonald, Jane Petrie

Staff: Library Director Cindy Mack

Public: None

Pursuant to Article VII, Section 7 of the Brighton District Library Trustee Bylaws, "...no business shall be considered by the Board at any meeting at which the required quorum is not present," and noting that a quorum (four Trustees) was not present, the meeting could not be held.

Memo prepared by,

Diana Dart

Administrative Assistant to the Director

Brighton District Library

NEXT MEETING:

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

Brighton District Library Committee Meeting Minutes

August 2, 2022

Called to order at 7:31pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy, Patrick McDonald. Staff: Cindy Mack. Public: None

Director's Report: August 25 or 26 the library will host staff and board professional photos. The photographer will also take photos of the library building and spaces within it.

Resolution 22-0041: moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$137,194.66, dated August 2, 2022. Motion carried unanimously by voice vote.

New Business

Budget for FY23

A draft of the 2022/2023 Budget was proposed by Director Cindy Mack and the board members discussed it. Please see attached annotated notes to see reasoning for specific line items. Jim Muzzin suggested we try to keep health benefits the same in the interest of having a richer package for staff recruitment, given the competitive hiring market. A new draft of the budget will be discussed at the next board meeting, which will include health insurance numbers for staff.

According to by-laws the final budget will be approved at the first meeting in September.

Board Comments: None

Motion to adjourn by Jordan Genso, seconded by Arla McPeek. Adjourned at 8:23pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

September 6, 2022

Called to order at 7:30pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy, Patrick McDonald, and Jane Petrie (joined at 7:40pm).

Staff: Cindy Mack, Ed Rutkowski

Public: Daniel Huth (City of Brighton) introduced himself as a candidate on the November ballot for the library's Board of Trustees. Susan Backhaus (City of Brighton) asked if the board members would introduce themselves. Board members and staff introduced themselves.

Public Hearing on the Adoption of the 2022-2023 Budget

- Motion to close the board meeting by Jordan Genso, seconded by Patrick McDonald. Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes. Motion passed.
- Director Cindy Mack presented the library's 2022-2023 budget as drafted.
- Public comment
 - Susan Backhaus questioned if board members receive a stipend. She also asked why the library was not pursuing grants. Director Cindy Mack provided a response in the affirmative that board members do receive a stipend according to state law. The library also pursues grants as they come available, but the corresponding budget line is kept at \$1,000 so as not to have the library's budget rely on unstable funds.
 - Another member of the public questioned what was included in payroll tax. Director Mack responded that all regular Federal and state taxes are withheld from part time and full-time staff members.
- Motion to close the public hearing and reopen the board meeting by Patrick McDonald, seconded by Arla McPeek.
Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, yes. Motion passed.

Staff comments: None

President's Report: President Muzzin thanked the board for attending the Relax in the Stacks event on August 19. The event was well organized and there was a great turnout. He thanked the staff for their hard work putting on the event.

Director's Report: The library's staff is working on wrapping up the summer reading challenge and preparing to start the fall outdoor construction.

Committee Reports

Budget & Finance - Kathryn Poppy

Resolution 22-0045: moved by Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket in the amount of \$64,947, dated September 6, 2022. Motion passed unanimously by voice vote.

Resolution 22-0046: moved by Kathryn Poppy, seconded by Caitlyn Perry Dial to approve the Charter Millage Levy for 2022-2023 at 0.6375 mills and the Voted Millage Levy for 2022-2023 at 0.2096 mills. Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, yes. Motion passed.

Resolution 22-0047: moved by Jordan Genso, seconded by Kathryn Poppy to approve the 2022-2023 General Fund Summary Budget and the Capital Fund Budget both dated September 6, 2022.

- Discussion after motion
 - Kathryn Poppy noted that budget discussions happen throughout the year and the board is thankful for Cindy's leadership in managing a very healthy budget.
 - Jim Muzzin noted for the public that the board discusses the budget all year and the library is audited annually. The library has received a clean audit for several years.
 - Patrick McDonald asked if there is a plan to have more staff dedicated to applying for grants. He suggested having Director Mack reach out to the University of Michigan for assistance in applying for grants. He asked if Director Mack would investigate and please report back to the board about that possibility.
 - Kathryn Poppy noted that because of our region's low social vulnerability index, Brighton District Library is likely not a competitor for needs-based grants.
 - Caitlyn Perry Dial noted that while grants are very useful and we should be seeking out these opportunities, we should be cognizant that they are time intensive and she would rather not see staff/taxpayer time used to pursue grants that are not going to be fruitful for the library.
- Roll call vote: Dial, yes; Genso, yes; Muzzin, yes; McPeek, yes; Poppy, yes; McDonald, yes; Petrie, no. Motion passed.

Building/Technology: Jordan Genso reported that the committee met before tonight's meeting to discuss the Naming Rights Policy produced by the Fundraising Committee. They also discussed the outdoor construction which is slated to begin later this month.

Planning/Fundraising: Patrick McDonald reported that the Relax in the Stacks event was very successful. It was good to see so many folks attend.

PR Committee: No report

Policy/Personnel: No report

New Business - None

Old Business - None

Board Comments: Kathryn Poppy reported that she enjoyed the Relax in Stacks event. It was well organized and she enjoyed the night. Caitlyn Dial seconded her remarks. No other comments.

Motion to adjourn by Patrick McDonald seconded by Jane Petrie. Adjourned at 8:10pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

October 4, 2022

Called to order at 7:31pm by President Jim Muzzin.

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Arla McPeek, Kathryn Poppy

Staff: Cindy Mack, Director

Public: None

Staff comments: None

President's Report: None

Director's Report: The new website is slightly delayed due to a hosting issue. We should have a resolution soon. Landscaping is delayed due to a contractor issue, but Cindy was told it should begin late this week. Sarah Neidert accepted an offer to become the new Director at the Hartland Cromaine Library. October 21st is her last day. Her position and duties are being evaluated and will be posted soon. Cindy is looking at options to refurbish Sarah and Jen's shared office to optimize storage and staff workspace.

Committee Reports

Budget & Finance

Resolution 22-0052: moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$45,854.00, dated October 4, 2022. Motion passed unanimously by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: Will be meeting prior to the 10/18/22 meeting

Policy/Personnel: No report

New Business - None

Old Business - None

Board Comments: Kathryn Poppy reported that her husband attended the Holocaust author event. It was well attended and was very meaningful. Jim Muzzin noted he was approached by Ann Arbor SPARK to participate in a study with Michigan Municipal League to study local

libraries. He will gather details and return with information for the next board meeting. No other comments.

Motion to adjourn by Jordan Genso seconded by Kathryn Poppy. Adjourned at 7:45pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

**BRIGHTON DISTRICT LIBRARY
BOARD COMMITTEE MEETING MINUTES
November 1, 2022**

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

ATTENDANCE: Jordan Genso, Arla McPeek, James Muzzin, Kathryn Poppy, Patrick McDonald joined at 7:27 p.m.

Absent: Jane Petrie, Caitlyn Perry Dial

Staff: Director Cindy Mack, Diana Dart

Public: None

PRESIDENT'S REPORT: President Muzzin reminded everyone that the second Board meeting in November will be held on fourth Tuesday of the month, November 22, 2022, to accommodate the preparation of the fiscal year-end reports. This change was approved by resolution at the January 4, 2022 meeting.

The annual Livingston County Library Trustees and Directors Dinner will be held on Wednesday, November 9, 2022 at the Pinckney Community Public Library. A tally was taken of those who will be attending. Cindy Mack will send a link to those attending virtually.

DIRECTOR'S REPORT: Director Mack announced the installation of the long-awaited drive-up book return. The appropriate signage to direct traffic flow is under consideration. The book return mounted on the exterior of the building will remain open.

Michigan Landscape Design has done a "great job" on the first phase of the outdoor improvements. The concrete benches by the front entrance are expected to arrive within the next few weeks. Temporary trash receptacles have been purchased as place holders until a permanent solution is sourced, completing the project. The Director will be contacting the landscaping firms that bid on the second phase of the improvements for updated pricing. That phase is scheduled to begin in the spring.

Cindy Mack announced that the Library is financially sound and she anticipates a good finish to the fiscal year.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0058: Moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated November 1, 2022 in the amount of \$33,107.56. Motion carried.

BOARD COMMENTS: Kathryn Poppy told the Board that "it was a joy" to see the book return drop box in the Library driveway generating many happy patrons. Jordan Genso discussed his interview on a podcast hosted by Paul Gibson, City Councilman, about the mission of public and school libraries. Genso appeared as a private citizen. Patrick McDonald enjoyed seeing the Library's booth at the Brighton Farmer's Market staffed by friendly librarians. He also remarked that the Friends of the Library fall book sale was well attended, raising enough money to meet pre-COVID levels.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 7:52 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETING:

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

Brighton District Library Committee Meeting Minutes

December 6, 2022

Called to order at 7:32pm by Vice President Jordan Genso.

Present: Caitlyn Perry Dial, Jordan Genso, Arla McPeek, Kathryn Poppy, Patrick McDonald

Staff: Cindy Mack, Director

Public: None

Staff comments: None

President's Report: None

Director's Report: Annual appeal is going very well. Naming opportunities for the outdoor project are highly sought. Cindy is speaking to several people who are interest in sponsoring benches. There will be no Friday update this week due to training in Grand Rapids.

Committee Reports

Budget & Finance

Resolution 22-0064: moved by Kathryn Poppy and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$30,144.03, dated 12/06/2022. Motion passed unanimously by voice vote.

Building/Technology: The Building Committee met before tonight's meeting to discuss the three bid proposals for the second phase of the outdoor landscaping project. The committee recommends accepting the bid of Michigan Landscape Professionals as they were the bid that came in at mid-range and that they were also the firm that developed the original plan.

Resolution 22-0065: Moved by Kathryn Poppy, seconded by Arla McPeek to accept the bid from Michigan Landscape Professionals for phase 2 of our outdoor renovation project. Cost not to exceed \$320,000 with funding coming from the Capital Fund. Motion passed unanimously by voice vote.

Planning/Fundraising: No report

PR Committee: No report.

Policy/Personnel: No report

New Business - None

Old Business - None

Board Comments: Patrick McDonald shared that he will be arbitrating a case with the Kalamazoo Public Library. Kathryn Poppy wishes everyone a happy holiday. Jordan Genso attended the Jingle Jubilee with his children and thanked the staff for putting on a great event.

Motion to adjourn by Kathryn Poppy seconded by Patrick McDonald. Adjourned at 7:55pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.