

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**July 18, 2023**

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

**ATTENDANCE:** Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Arla McPeek, James Muzzin  
Absent: Patrick McDonald, Kathryn Poppy Wagner  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Nicholas Eisengruber, 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 Jordan Genso to approve the Board meeting minutes from June 20, 2023. Motion carried.

**STAFF COMMENTS:** Youth Services Librarian, Nicholas Eisengruber, was introduced by Director Cindy Mack. Nick has been with the department about three months, coming from the Genesee District Library where he served as a Branch Librarian. His duties include collection development of the Youth Services non-fiction and the biography titles plus expansion of STEAM programming for youth. He has instituted a STEAM Camp, a series of programs for children of varying age groups. Most recently, he held a program about coding that included several stations for the participants to practice rudimentary coding. Each station encouraged creativity and independent problem-solving skills. Nick answered a series of questions from the Board about funding resources. Director Mack stressed the importance of providing quality materials and experiences to support this field of study.

**DIRECTOR'S REPORT:** As work continues on the draft budget, Director Mack reported that she is waiting for a final quote for health insurance expenses (expected by August 1<sup>st</sup>) and for the Penal Fines check to arrive from the county to complete the process. Cindy Mack provided a brief overview of the history of supporting Michigan libraries with funds collected from penal fines and stated that a task force has been established to study the issue of declining compensation. MLA's position is that until a solution is found for the steep decline, another funding source should be identified from which to draw.

A draft of the 2024 Goals, based on the Library's Strategic Plan and developed by the Management Team, will be presented to the Board in October for input and approval.

Cindy Mack presented the Board with the final concept and accompanying signage for the Learning Journey installed around the perimeter of the building during Phase II of the outdoor renovation. The walkway will feature information and activities that highlight the Library's natural surroundings. Director Mack queried the Board about hosting an observance to celebrate the completion of the outdoor renovations. Following the Board's input, a tentative date of Friday evening, September 15, 2023, was chosen. Library staff will begin working on the details of the event.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

Jordan Genso reminded the Board that the majority of the expenses this month were due to the cost of the Phase II renovations.

**RESOLUTION 23-0030:** Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated July 5, 2023 in the amount of \$13,654.95 and for the claims docket dated July 18, 2023 in the amount of \$170,591.17. Motion carried.

**RESOLUTION 23-0031:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated June 22, 2023 in the amount of \$48,246.52 and of payroll checks dated July 6, 2023 in the amount of \$48,073.73. Motion carried.

**POLICY & PERSONNEL COMMITTEE:** Co-Chairpersons of the Director Evaluation Committee, Caitlyn Perry Dial and Jordan Genso, reported meeting with the Library Management Team for a 360° Evaluation of the Director. The comments were very positive. Jim Muzzin stated that in his experience with non-profit organizations, such as the Library, he has found a higher degree of job satisfaction among the staff because they are all part of a common mission. Jordan Genso reminded the Board members that their Director Evaluations are due.

**NEW BUSINESS:** Cindy Mack has been communicating with the Building Committee by email to discuss the evolution of the Learning Journey. Because the original concept of outdoor musical instruments was determined to be too loud to be practical, a new approach has been designed by the Director with input from the staff and the Committee. It will include one station of musical instruments and several other stations that encompass educational activities about science and nature. All of the activities are designed to hone observation skills and encourage creativity. The Director also displayed examples of the cohesive signage that will appear at the beginning of the Learning Journey and at each of the stations along the way. The finished project will not only be a unique Brighton community feature, but it will be unique among libraries. The concept was inspired by the Parker Preserve, which sits adjacent to the Library, and Millie's Garden which has been registered as a Monarch Waystation and recognized as a Certified Wildlife Habitat.

**BOARD COMMENTS:** Arla McPeck has heard raves from people about the outdoor renovation, especially the Brighton Garden Club who maintains the garden. Caitlyn Perry Dial reminded the trustees to turn-in their Director Evaluation forms. She also shared a story about taking her mother-in-law to the White Lake Community Library and signing her up for free downloadable resources on Hoopla. Dan Huth's two daughters put on a private concert for him on the Learning Journey's outdoor musical instruments.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:30 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday August 1, 2023

Board Meeting – 7:30 p.m., Tuesday, August 15, 2023