

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**August 15, 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, Kathryn Poppy Wagner  
Absent: Patrick McDonald  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, 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 Kathryn Poppy Wagner to approve the Board meeting minutes from July 18, 2023 and the Committee meeting minutes from August 1, 2023. Motion carried.

**DIRECTOR'S REPORT:** In advance of presenting the FY23-24 Draft Budget, Director Cindy Mack stated that half way through this fiscal year the Library is in excellent financial condition. There has been increased revenue across all accounts, including penal fines. Additionally, most year-to-date expenses are lower than anticipated due to short-term staff attrition and small savings across many expense categories. Additional staff members have elected to use the Library's health insurance. This may require a fringe benefit amendment to the budget as FY2022-2023 draws to a close.

After another rain delay, finishing touches are being added to the Reading House. The children's furniture has been ordered and we anticipate being able to open it to the public this week.

Genealogy and Local History Librarian, Mark Mullinax, is retiring in November. The position was posted yesterday with the expectation that his replacement will be hired and trained before he leaves. The first copy of the Library's digitalized microfilm arrived last week. However, Mark Mullinax was not content with the quality of the product and is seeking a solution. He remains confident in the ability of the company to satisfactorily complete the project.

The Library is currently planning on hiring a hybrid Technical Services and Circulation Assistant position, which will help with future succession planning. A job description is being developed with the job posting anticipated in the coming weeks. Fortunately, an experienced internal candidate has been identified for this position.

The Library had another successful Summer Reading Challenge this year. Over 1,100 children, teens, and adults participated in reading books for all ages plus a rich variety of programs, activities, and contests. Donations from the Friends of the Library and cooperating local businesses fund the majority of the expense. We are grateful for their continuing support.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

Chairperson Kathryn Poppy Wagner reviewed the major expenses for the Board which included payments for health insurance, a replacement server, and a water bill that exceeded the normal charge because of a leak in the underground sprinkler system.

**RESOLUTION 23-0033:** Moved by Kathryn Poppy Wagner and seconded by Daniel Huth to approve the payment of bills based on the claims docket dated August 15, 2023 in the amount of \$45,013.86. Motion carried.

**RESOLUTION 23-0034:** Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated July 20, 2023 in the amount of \$46,039.21 and of payroll checks dated August 3, 2023 in the amount of \$47,266.94. Motion carried.

**BUILDING & TECHNOLOGY:** The Committee met before the Board meeting and walked the property to view the progress of the Reading House and the Learning Journey. The vast majority of Phase II of the outdoor renovation project is complete and, aside from unavoidable delays, they are very pleased with the result. The Committee also studied the report prepared by Assistant Director Ed Rutkowski to replace the Library's Security Camera System and will make a recommendation to the Board later in the meeting.

**OLD BUSINESS:** To put the final touches on the Draft FY2023-2024 Budget, President Muzzin indicated that the Board has recommended a 5% increase for all staff members. Cindy Mack noted that although the penal fines allocation from the County increased considerably from what was budgeted this year, the FY2023-2024 Budget line will reflect a 4% decrease in that amount since this continues to be an inconsistent revenue source. This represents an average of the amount received each year for the past three years. The draft budget also shows an increase in the Public Relations and Marketing budget and the Collection Materials budget.

In consideration of the remarkable leadership shown by Director Mack and high praise from the staff, the community, and the Board, Caitlyn Perry Dial recommended that Cindy Mack receive a 5% increase in her salary plus a 1% merit award. Kathryn Poppy Wagner praised Director Mack for her fiscal management and her ability to make easier the responsibilities of the Library Trustees.

**RESOLUTION 23-0036:** Moved by Caitlyn Perry Dial and seconded by Arla McPeek to raise the Director's salary by 5% plus a 1% merit award for FY2023-2024 due to a positive 360° review. Motion carried.

**NEW BUSINESS:** Assistant Director Ed Rutkowski referred the Board to his "Replacing BDL Security Camera System" memo and research packet. The current system is 14 years old and the server to the system has failed. He stated that plans to add more security cameras following the completion of both the interior and exterior renovations have now pivoted to upgrading the entire system. After defining the Library's needs and obtaining bids from three sources, the Library administration recommends contracting with CTS Companies.

**RESOLUTION 23-0035:** Moved by Caitlyn Perry Dial and seconded by Dan Huth to approve the quote from CTS for a new security camera system at a cost not to exceed \$20,000.00 with funds coming from the General Fund Budget. Motion carried.

**BOARD COMMENTS:** Dan Huth praised the Youth Services department volunteers for their hard work and organization during the Summer Reading Challenge. Jim Muzzin acknowledged the Brighton Garden Committee for their volunteer service of keeping the garden healthy and beautiful, especially during the construction this summer. Trustee Arla McPeek works with the volunteers throughout the growing season. Noting that the Library provided a modest amount for annual plants this year, Cindy Mack committed to making this an annual commitment.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:16 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday September 5, 2023

Board Meeting – 7:30 p.m., Tuesday, September 19, 2023