

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**September 19, 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, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart  
Public: None

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Kathryn Poppy Wagner to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Caitlyn Perry Dial and seconded by Arla McPeek to approve the Board meeting minutes from August 15, 2023 and the Board Committee meeting minutes from September 5, 2023. Motion carried.

**PRESIDENT'S REPORT:** President Muzzin gave a huge thank you to those Board members who attended the Ribbon Cutting Ceremony last Friday evening. There was a large turnout and everyone seemed to enjoy themselves.

**DIRECTOR'S REPORT:** Director Mack opened by thanking the staff for working together to create the event and welcoming atmosphere at the Ribbon Cutting ceremony. The donors and public were thoroughly happy with the results of the outdoor renovation, Millie's Garden, the Reading House, and the Learning Journey. Aside from two custom signs which will not be ready until the end of the year, the project is complete with overwhelmingly positive results.

Cindy Mack will meet with the Finance Committee in early October to discuss the final expenditures for FY2022-2023. Proposed allocations include the purchase of replacement office chairs, additional resources for the Holiday Open House, and adding to the Library's Capital Fund.

The Library will be closed on Monday, October 9, 2023 for the annual staff in-service training. Guest speakers/instructors will be representatives from the Brighton City Police Department and the Brighton Fire Authority. Presentations will include safely handling emergency situations, including problematic or unruly patrons, plus Instructions on the use of the Library's defibrillator, among other relevant topics.

The Livingston County Library Trustees and Directors Dinner and Training Session will be held on from 6-8:30 p.m. on November 1, 2023 in the Meabon Room at the Howell Carnegie District Library. Debbie Mikula, Executive Director of the Michigan Library Association, will report on the Michigan Right to Read Campaign and authors Noland Finley and Stephen Henderson of The Civility Project, will discuss the importance of civility, despite different perspectives. Director Mack requested that Board members RSVP to her by October 12.

Amanda DeChalk, recently promoted to a new position as Circulation and Technical Services Assistant, has begun her training with the goal of eventually combining the two departments under one supervisor. This combination has been implemented at other libraries and has proven to be an efficient and effective practice. In addition, Jordan Sprunger has accepted the position of Genealogy and Local History Librarian, vacated by the retirement of Mark Mullinax, and will join the Library team on October 9.

Ed Rutkowski has been overseeing the installation of the Library's new security system. The electrical work is complete and some cameras have been installed. The additional cameras (in the correct color) should be in and mounted next week. The system will be fully operational in approximately two weeks once programming is complete.

The management team is working on Strategic Goals for the FY2023-2024. Cindy Mack invited the Trustees to submit additional suggestions directly to her.

## **COMMITTEE REPORTS:**

### **BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 23-0040:** Moved by Chairperson Kathryn Poppy Wagner and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated September 19, 2023 in the amount of \$50,876.32. Motion carried.

Kathryn Poppy Wagner reported that the major expenses were generated by adjustments to an emergency exit, health insurance costs, materials for the collection, and lawn maintenance.

**RESOLUTION 23-0041:** Moved by Chairperson Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated August 17, 2023 in the amount of \$48,379.50, and of payroll checks dated August 31, 2023 in the amount of \$47,917.12, and of payroll checks dated September 14, 2023 in the amount of \$46,234.56. Motion carried.

**PLANNING & FUNDRAISING COMMITTEE:** Chairperson Patrick McDonald reported that the Committee met before the Board meeting and discussed the prospect of a 2024-2025 fundraising campaign and naming opportunity to create a Pewabic tile facade on the Library's fireplace. The venture would result in a destination art installation while recognizing our benefactors. The 2024 Annual Appeal will launch in November with the fundraising emphasis on establishing a dedicated digital space in the existing Conference Room.

**PUBLIC RELATIONS COMMITTEE:** An October meeting is planned for the Committee which will focus on an avatar marketing campaign suggested by Trustee Jordan Genso. Chairperson Caitlyn Perry Dial briefly described the innovative approach and the Committee's goal of promoting the Library and its services to new demographic. Teen Librarian and artist Kate Wheeler has designed a preliminary prototype for the project.

**BOARD COMMENTS:** Trustee Arla McPeek reiterated the earlier praise for the Ribbon Cutting Event and stated that she was thrilled with the end product. Trustee Jordan Genso commented on the report that some states have called for public libraries to withdraw from the American Library Association. Treasurer Kathryn Poppy Wagner complimented the Director and Library staff on a wonderful job with the Ribbon Cutting Event and praised the Brighton Garden Club for sustaining the garden while it was under extreme duress during the renovation. Trustee Patrick McDonald restated that the Fundraising Committee had a great meeting tonight. Secretary Caitlyn Perry Dial brought her two sons to the event and they posed for a photo with the Board while cutting the ribbon. Dan Huth's daughters enjoyed the festivities...and the cupcakes. The girls recognized Youth Librarians Nicole and Natalie and were very sad to leave. President James Muzzin was pleased to see a show of loyalty from former Library Director Nancy Johnson and former employee Sarah Neidert at the event.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:58 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

### **NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday, October 3, 2023

Board Meeting – 7:30 p.m., Tuesday, October 17, 2023