

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**January 16, 2024**

**CALL TO ORDER:** The meeting was called to order by President Jordan Genso at 7:30 p.m.

**ATTENDANCE:** Caitlyn Perry Dial, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin; Kathryn Poppy Wagner arrived at 7:45 p.m.

Absent: Arla McPeek

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Teen Librarian Kate Wheeler, Diana Dart

Public: Theo Dial

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Patrick McDonald and seconded by Dan Huth to approve the Board meeting minutes from December 19, 2023 and the Board Committee meeting minutes from January 2, 2024. Motion carried.

**STAFF REPORT:** Teen Librarian Kate Wheeler highlighted the programs and collection development provided to middle school through high school students. She presented a vast array of program and events aimed at attracting various age groups and interests including activities for adult-teen partnership. The Writer's Workshop hosted by Mike Ball is a very popular program that attracts students from public, private, charter, and homeschooling groups. A Battle of the Books is held each spring by partnering with the Brighton Scranton Middle School where teams of students compete for prizes. Trustee Caitlyn Perry Dial commented on the relevance of teen programming where they are welcomed and safe. Diana Dart added that Kate Wheeler is an outstanding resource for understanding teen motivation. Cindy Mack affirmed her confidence in Kate Wheeler to expertly and appropriately develop the teen materials collection and communicate with parents if necessary.

**PRESIDENT'S REPORT:** President Genso referred the Trustees to the New Business section of the Agenda and stated that he was looking forward to reviewing the new Committee assignments with the Board. He applauded the selections and appreciates both the consistency of returning Committee members and the fresh outlook of new Committee members.

**DIRECTOR'S REPORT:** Following updates on the HVAC system, emergency battery back-up system, and painting projects, Director Mack announced plans for the Building/Technology Committee to meet before the next Board meeting on February 6, 2024, to review the bids for the Library's two kitchen remodels. The goal is to bring a recommendation to the Board at the general Board meeting to move forward with scheduling the projects.

Applications have been received for a full-time Marketing and Public Relations Librarian and are being reviewed by staff. In addition, Director Mack announced the return of Sarah Perry to the Youth Services Department after a several year absence. Sarah fills the vacancy left by the retirement of long-term employee Margaret Vergith.

Department Heads, Jennifer Osborne, Laurie Walters, and Kate Wheeler will present their 2024 funding requests to the Friends of the Brighton District Library during the Friends' February 6, 2024 meeting. It is anticipated that the organization will provide \$20,000.00+ for programming and special projects. The Friends' assets are earned through donations, the sale of memberships, and their Used Book Sales held in the spring and fall of each year.

Library Assistant Director Ed Rutkowski continues to work with Local History and Genealogy Librarian Jordan Sprunger to prepare the contents of the scanned Livingston County Press & Argus newspaper collection for the Library's website. Due to the deteriorated condition of the oldest editions, some of the digitalized copies can be difficult to read. Further study of this issue will be ongoing.

Much of the FY2023 audit will take place virtually. Library Accountant Kristine Kerttu has been submitting the required scanned documents. The single day of on-site work by the auditors will occur in the next few weeks with the final report to the Board presented in March or April.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 24-006:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated January 16, 2024 in the amount of \$35,323.62. Motion carried.

Major expenses were attributed to the payment of payroll tax deductions and the renewal of the Library's large print subscription.

**RESOLUTION 24-007:** Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated December 21, 2023 in the amount of \$47,879.75, and of payroll checks dated January 4, 2024 in the amount of \$45,580.00. Motion carried.

**NEW BUSINESS:** Updated Board contact information and 2024 Committee assignments were provided in the Board packets. Trustees were asked to review the information and notify Cindy Mack with any questions or corrections. Trustee Kathryn Poppy Wagner inquired about access to updated versions of the Board Policy Manual and the Emergency Procedures Manual. Director Mack will scan copies to Board members in the coming weeks. While reviewing the meeting schedule, Cindy provided an overview of her memo regarding the goals and priorities of each Committee. Proposed meeting dates are based on need and internal deadlines. If need be, they can be revised according to member availability.

**BOARD COMMENTS:** Dan Huth was excited about checking out his first vinyl record, complimenting the addition of this collection to the Library's materials. Caitlyn Perry Dial was invited to speak as a Library Trustee on the importance of state funding to public libraries at the Michigan Library Association's April 16, 2024 meeting held on Michigan Library Advocacy Day. Unfortunately, she is unavailable. Patrick McDonald wished everyone a happy new year. Jordan Genso complimented the Brighton District Library Board organization model and utilized it to organize his professional management team.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to adjourn the meeting at 8:09 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday, February 6, 2024

Board Meeting – 7:30 p.m., Tuesday, February 20, 2024