

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
January 17, 2023

CALL TO ORDER: President James Muzzin called the meeting to order at 7:31 p.m. and wished everyone a happy new year.

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner

Absent: None

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial 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 December 20, 2022 and the Committee meeting minutes from January 3, 2023. Motion carried.

STAFF COMMENTS: Cindy Mack and Ed Rutkowski presented an overview of the updated Library website. The redesign was undertaken to offer a more clean, clear and concise website that is user-friendly and easily updated by staff. "We are still working through issues," said Cindy Mack, "but we are pleased with the changes and ability to add new services." Both Ed Rutkowski and Cindy Mack encouraged suggestions from Board members as the development process continues. Director Mack pointed out the new genealogy research database, the online Library card application, and reviewed, among others, the Library Board of Trustees page.

DIRECTOR'S REPORT: Director Cindy Mack announced that nearly \$32,000.00 has been collected during the Annual Appeal and Naming Rights Campaign. She has been impressed with the number of emails and calls inquiring about the opportunities to participate and by the level of those contributions. An official report to the Board will be issued in February.

As expected, the December tax payments have begun to arrive from the municipalities that we serve. The Library receives the majority of tax revenue by the end of March.

The FY 2021-2022 audit of the Library will begin the week of January 23rd. Director Mack anticipates sound audit findings having ended the year in a solid financial position. The Board will be given a full report by the Library's accounting firm, Manor Costerisan, in March or April. Cindy Mack also indicated that the Library's contract with the auditor will end this year. The Board will address whether to continue the Library's affiliation with this firm or seek RFP's from other companies.

Following a show of gratitude by Library staff for their 2022 contribution, the Friends of the Brighton District Library received a funding request of \$15,000.00 to supplement the Library's programming budget. The Friends will consider the request as they determine their financial plan for 2023. In addition, Cindy Mack announced that the Friends are also contemplating a significant contribution to the Naming Rights Campaign.

The Livingston County League of Women Voters has included Cindy Mack in an invitation to participate in an education forum about public libraries by Zoom at 7:00 p.m. on March 21, 2023. As this date conflicts with the Library's Board meeting, Assistant Director Ed Rutkowski will be attending the Library Board meeting in her place.

The Library submitted its annual State Aid Report to the Library of Michigan last week. Remuneration will be received from the Library of Michigan in two payments arriving in the spring and in the summer of 2023. Furthermore, Library

staff submitted its annual response to the Detroit Suburban Librarians Roundtable (DSLRT) survey in December. The results are especially helpful when evaluating staff wages and salaries.

The Director announced that was appointed the Vice-Chair of the Livingston County United Way's Community Investment Council (CIC). She has also been nominated for the position of President-Elect of the Brighton Rotary Club beginning July 1, 2023.

COMMITTEE REPORTS:

Cindy Mack distributed a memo in the Board packets outlining the 2023 tasks and priorities of the standing Board Committees. The items listed were identified by the Library Board, the Administration, the Strategic Plan, and by the past work of each Committee. Director Mack stressed that additional undertakings may be added by the Board of Trustees or by any individual Committee as necessary. President Muzzin acknowledged Cindy Mack for her excellent work compiling the memo.

BUDGET & FINANCE COMMITTEE: Following a description of the major expenses by Chairperson Kathryn Poppy Wagner:

RESOLUTION 23-0004: Moved by Chairperson Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated January 17, 2023 in the amount of \$84,915.65. Motion carried.

RESOLUTION 23-0005: Moved by Chairperson Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated December 22, 2022 in the amount of \$48,981.21 and of payroll checks dated January 5, 2023 in the amount of \$47,282.57. Motion carried

BUILDING & TECHNOLOGY COMMITTEE: Chairperson Jordan Genso met with the Committee before tonight's Board meeting to discuss the final details of the design of the Program Pavilion. After considering the options, a conclusion was met by a majority vote to include additional features in the design. Acknowledging their demanding meeting schedule, President Muzzin thanked the Committee for their hard work.

OLD BUSINESS: Assistant Director Ed Rutkowski continued his presentation to replace the existing telephone service by answering the additional questions proposed by the Board at December's meeting. Referring to the detailed report provided at that meeting and the new information supplied to the Trustees, the Assistant Director reiterated his initial recommendation that the Library accept the contract with UTEC.

RESOLUTION 23-0006: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to terminate the existing CTS contract at a cost of \$5,093.00 and to approve the contract from UTEC for a telephone system for a period of 60 months. Cost not to exceed \$28,500.00. Motion carried.

Cindy Mack circulated a personalized greeting card for retiring Board member Jane Petrie who served on the Board for sixteen years.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, February 7, 2023
Board Meeting – 7:30 p.m., Tuesday February 21, 2023

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 21, 2023

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

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner

Absent: Daniel Huth

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, Information Services Librarian Terri Frank, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial 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 January 17, 2023 and the Committee meeting minutes from February 7, 2023. Motion carried.

STAFF COMMENTS: Jennifer Osborne introduced Terri Frank who joined the full-time staff in December. Terri Frank holds a master's degree in Information & Library Science from the University of Michigan. She brings over 25 years of experience in various library/research capacities, most recently serving as Adjunct Faculty Librarian for Oakland Community College and has worked as a substitute librarian for the Brighton District Library since 2014. Her passion for research and collection development will serve her well as she cultivates the Library of Things, the DVD collection, the music CD collection, and the social science collection.

Cindy Mack praised Terri Frank for her ongoing investigation into the creation of a Makerspace in the Library, a project proposed by members of the Board. Terri Frank reported that the newest trend in Makerspaces include a plethora of digitalization devices, green screens, and white boards plus standard accommodations for collaboration and traditional crafting.

PRESIDENT'S REPORT: Jim Muzzin announced the following updates to the 2023 Board of Trustees committee assignments sighting a request from Kathryn Poppy Wagner: Jim Muzzin will replace Kathryn Poppy Wagner on the Building & Technology Committee and Daniel Huth will replace Kathryn Poppy Wagner on the Public Relations Committee.

DIRECTOR'S REPORT: Referring to the 2023 Annual Appeal Final Report included in the Board packets, Cindy Mack reviewed the results of this year's fundraising efforts. \$37,173.00, the largest amount ever collected, was donated by patrons, community members, staff members, and loyal contributors. The Naming Rights project was a huge success and accounted for a considerable percentage of the total amount collected. Targeted fundraising for this project will continue into the spring and summer months.

Aili Weaver of Manor Costerisan will present the findings from the FY2021-2022 audit at the March 7th Board meeting. As expected, no significant issues were found. The Library ended the fiscal year with a healthy fund balance, having completed several major improvements. Once the draft audit is received, it will go before both the Budget/Finance and the Building Committees for review.

Drawing the Board's attention to the spring Library Programs and Events brochure included in the Board packet, the Director praised Jennifer Osborne for another creative and comprehensive publication highlighting the spring lineup.

Cindy Mack announced the promotion of Youth Services Librarian, Laurie Walters, to Head of Youth Services. Current department head, Carla Sharp, will retire at the end of March after 23 years at the Brighton District Library. The

Library will host a retirement celebration on the evening of March 24th. Details will follow but Cindy Mack invited the Trustees and requested that they save and date in their calendars.

The Friends of the Brighton District Library approved the Library's funding request for this year by committing to \$20,000 for programming and special projects. The Friends are a dedicated group of volunteers who work tirelessly to collect, vet, display, and sell used books for the exclusive benefit of the Library. "We are grateful to the Friends for their continued support," said Cindy Mack.

The new telephone system that was recently approved by the Board will be installed in March. Kudos to Ed Rutkowski for spearheading this project.

Cindy Mack was interviewed by the *Neighbors of Brighton*, a publication that is distributed to various communities within our service district. The Director was featured on the cover and the article served as positive public relations vehicle for the Library. Copies of the publication were placed in the Board packets along with other articles and advertisements about Library programming.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Following a description of the major expenses incurred by the Library by Chairperson Kathryn Poppy Wagner:

RESOLUTION 23-0009: Moved by Chairperson Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated February 21, 2023 in the amount of \$35,596.74. Motion carried.

RESOLUTION 23-0010: Moved by Chairperson Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated January 19, 2023 in the amount of \$48,827.73 and of payroll checks dated February 2, 2023 in the amount of \$49,555.62. Motion carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Patrick McDonald asked for clarification on some aspects of the 2023 Annual Appeal Final Report. Director Mack provided the relevant details. Patrick McDonald praised the staff on the successful completion of the campaign.

BOARD COMMENTS: President Muzzin added, "It is a pleasure to see the public support for the Annual Appeal." He thanked the staff for managing the campaign and for providing the excellent service to the community that garners this kind of response. Jim Muzzin also commented on the friendly greeting received when he enters the building, noting that the smiles from the staff always make him feel welcomed. Patrick McDonald thanked the Director for the electronic delivery of documents with the Friday Update.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, March 7, 2023
Board Meeting – 7:30 p.m., Tuesday March 21, 2023

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 21, 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

Absent: None

Staff: Assistant Director Ed Rutkowski, Youth Services Librarians Laurie Walters and Nicole Cook, 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 Jordan Genso and seconded by Arla McPeek to approve the Board meeting minutes from February 21, 2023 and the Committee meeting minutes from March 7, 2023. Motion carried.

STAFF COMMENTS: The newly appointed Head of Youth Services, Laurie Walters, and Youth Services Librarian, Nicole Cook, presented information about the Library's latest early literacy promotion, "1,000 Books Before Kindergarten." The nation-wide movement supports adult/child interaction while enhancing cognitive development, language skills, increased concentration, and cultivating a love of reading. A folder has been prepared with an overview of the program and instructions to register online. "A child is way ahead if they read before kindergarten," said Patrick McDonald. Jim Muzzin, Caitlyn Perry Dial, and other noted their approval of this project.

Due to the popularity of the Pre-Teen and Teen Book Boxes, the Youth Services department is adding 15 Baby Book Boxes to the mix. The Youth Services duo explained the concept and displayed the contents of the Book Box noting again that reading to children from birth helps their development in so many ways.

DIRECTOR'S REPORT: Assistant Library Director, Ed Rutkowski, referred the Board to the hard copy of the Director's Report found in their Board packets and noted the following additions: 1). A new Public Relations/Marketing Librarian has been hired and will join the staff beginning March 27, 2023. The search continues for an additional Youth Services Librarian; and 2). MOD Pizza of Brighton, a generous program sponsor, will hold a fundraiser for the Library at their site on April 26th. Detailed information will be forthcoming.

Following a delay due to illness, Aili Weaver of Manor Costerisan will present the findings from the FY2021-2022 audit at the April 4th Board Committee meeting.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Kathryn Poppy Wagner reviewed the major expenses on the current docket and proposed the following:

RESOLUTION 23-0013: Moved by Kathryn Poppy Wagner and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated March 21,2023 in the amount of \$128,231.21. Motion carried.

RESOLUTION 23-0014: Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated March 2, 2023 in the amount of \$48,380.32 and of payroll checks dated March 16, 2023 in the amount of \$48,569.63. Motion carried.

BUILDING & TECHNOLOGY DEPARTMENT: Chairperson Jordan Genso reported that the Committee has completed the selection of the remaining design elements for Phase II of the Library grounds renovation. This phase includes the restoration of the Reading House, a beloved community treasure. Work on the project is expected to begin in April.

PLANNING & FUNDRAISING COMMITTEE: Chairperson Patrick McDonald discussed the details of the MOD Pizza of Brighton fundraiser in April, acknowledging the past support of the local franchise.

POLICY & PERSONNEL: Chairperson Jim Muzzin announced that the Committee has been furnished with a copy of Section I of the Brighton District Library Personnel Manual for review. A meeting date will be announced soon to begin the process of revising the information therein.

NEW BUSINESS: Ed Rutkowski pointed to the Community Foundation of Southeast Michigan's report (found in the Board packet) on the Library's Endowment Fund. At the end of 2022, the value of the fund totaled \$50,848.00.

RESOLUTION 23-0015: Moved by Kathryn Poppy Wagner and seconded by Patrick McDonald to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,215 and retain those dollars in the Brighton District Library Endowment Fund. Motion carried.

President Muzzin and Ed Rutkowski discussed naming the Reading House in Millie's Garden in honor of retiring Head of Youth Services, Carla Sharp. The idea was enthusiastically welcomed by the Board.

RESOLUTION 23-0016: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to name the Reading House "Miss Carla's Reading House" in honor of Carla Sharp's dedication and commitment to the Brighton District Library. Motion passed unanimously.

BOARD COMMENTS: Trustees who are unable to attend the retirement party for Carla Sharp on April 24th expressed their regrets and asked that their thanks and good wishes be conveyed by the administration. Daniel Huth praised the Youth Services department and Carla Sharp for the enjoyment his children have experienced at the Library under her direction.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 7:56 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, April 4, 2023

Board Meeting – 7:30 p.m., Tuesday April 18, 2023

Brighton District Library Board Meeting Minutes

April 18, 2023

Called to order at 7:30pm

Present: Caitlyn Perry Dial, Jordan Genso, Patrick McDonald, James Muzzin, Daniel Huth, Arla McPeek, Kathryn Poppy Wagner

Staff: Cindy Mack, Ed Rutkowski, Diana Pierce, Valerie Haggerty

Approval of the agenda: Motioned by Patrick McDonald, seconded by Jordan Genso, passed.

Approval of the minutes: Motioned by Arla McPeek, seconded by Daniel Huth to approve the minutes from March 21, 2023 and April 4, 2023. Passed.

Public Comments: None

Staff Comments: Valerie Haggerty (Shelving Supervisor) and Diana Pierce (Head of Circulation) introduced themselves to the board and provided an overview of their duties at the circulation desk, supervising students and staff who shelve books, and caring for the collection.

President's Report: Jim Muzzin reported that Caitlyn Perry Dial and Jordan Genso will be leading Cindy's annual review this year. It's a little early because the board will perform a 360° review including outside evaluators from the community.

Director's Report: Director Mack provided an overview of her written report. She noted that at this point in the fiscal year the library has spent 18.55% of its budget and received 70.94% of its revenue. She also noted the coming summer programming, a change in plan to the outdoor reading house, staffing changes, and an upcoming fundraiser for the library at MOD Pizza.

Committee Reports:

Budget & Finance –

Kathryn Poppy Wagner noted a few major payments, which are tax payments and health insurance.

Resolution 23-0020: moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$176,100.70, dated 04/18/2023. Resolution passed unanimously with a voice vote.

Resolution 23-0021: moved by Kathryn Poppy Wagner and seconded by Patrick McDonald to approve the payment of payroll checks dated March 30, 2023 in the amount of \$51,268.40 and dated April 13, 2023 in the amount of \$48,142.29. Passed by voice vote.

Building/Technology: No report.

Planning/Fundraising: Patrick noted a fundraiser at MOD Pizza for the Library on Wednesday, April 26, 2023. 20% of a patron's bill will go toward the library.

PR Committee: No report.

Policy/Personnel: Committee met to discuss the 100 section of the policy manual, which was last revised in 2018. Few changes were discussed, Cindy will check with the attorney on some changes, and will come back to the full board once approved.

Old Business - None

New Business -

Reading House & Phase II Outdoor Project Update - Cindy reported that the contractors for the outdoor project have determined that the outdoor reading house is damaged beyond repair. She has requested a quote from the contractors between \$30-40k to build a new reading house or renovate it. She has also suggested a children's gazebo, which would provide a similar feel to a house but would be open and more accessible to children and their families. Discussion of this topic from board members surrounded the pros and cons of the options. Cindy will continue to research options on this topic and return to the board.

Phase II of the outdoor project is slated to begin Monday, April 24.

Board Comments:

Patrick - none

Jordan - Question regarding Tax Day and whether the Library is a popular place to get help for taxes. Cindy affirmed that patrons are still coming to us for help.

Kathryn - none

Arla - none

Caitlyn - none

Dan - Noted that his family will miss the reading the house, but they are excited to see what's coming. They also attended youth programs this week and his children had a great time. He gave high praise for the programming.

Jim - none

Motion to adjourn by Jordan Genso seconded by Arla McPeek. Adjourned at 8:13.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
May 16, 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

Absent: None

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Adult Services Jennifer Osborne, PR/Marketing Librarian Paige Greer, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Jordan Genso to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from April 18, 2023 and the Committee meeting minutes from May 2, 2023. Motion carried.

STAFF COMMENTS: Jennifer Osborne reintroduced former Circulation staffer and new Marketing/PR Librarian Paige Greer to the Board. She is returning to Brighton following the completion of her Master's Degree in Library and Information Science and gaining valuable experience at the Brandon Township Library as their Marketing Librarian. With her understanding of video production, she will be a valuable asset while overseeing the Library's social media accounts as well as our print media and external/interior signage. As our PR Librarian, Paige Greer will be representing the Library at community events and finding new ways to promote the Library's programs and services.

DIRECTOR'S REPORT: Phase II of the outdoor renovation project is in full swing. Michigan Landscape Professionals have temporarily moved the plantings from the elevated beds, under the watchful eye of the Brighton Garden Club, to make way for the earth moving machinery needed to excavate the garden and Program Pavilion foundation, reported Director Cindy Mack. Due to hard work, long hours, and good weather, the daily progress is impressive.

The Director sought comparative bids for lawncare service and found that the Library's current provider, Precision Pavers, still offers the most comprehensive service for the cost. Although Precision Pavers is still under contract, Cindy Mack thought it advisable to seek out updated information about other lawncare services. Bids for snow removal and winter services will be compared when local companies are accepting requests for quotes.

The Summer Newsletter *All Together Now* has been mailed to all households within the Brighton Library District. Once again, Jennifer Osborne has assembled a compendium of summer events and programs for all ages, plus a two-page report to the community with a variety of interesting Library statistics and facts. Cindy Mack applauded the effort and stated that the brochure is the Library's number one engagement piece. It informs community members who already use the Library as well as those who haven't discovered our unique resources.

Valuations for the Library's 2023 property tax levy predict an increase in revenue of \$172,000.00. The best use of the additional funds is being discussed by the management team. Increased access to digital services, replacing/purchasing updated technology, and employee wage increases are high on the list. Cindy Mack will be comparing wage studies and watching for wage compression before recommendations are made to the Board. The Director and Library accountant Kristine Kerttu have begun developing a draft budget for next year to be presented at the August 2, 2023 Board Committee meeting. A budget hearing and final vote is scheduled for the September 5, 2023 Board Committee meeting.

The Friends of the Brighton District Library spring book sale netted a record \$8,546.00. Thanks all around to the Friends for their unwavering support.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Kathryn Poppy Wagner gave an overview of the docket and proposed the following:

RESOLUTION 23-0024: Moved by Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated May 16, 2023 in the amount of \$82,886.09. Motion carried.

RESOLUTION 23-0025: Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated April 27, 2023 in the amount of \$48,896.75 and of payroll checks dated May 11, 2023 in the amount of \$47,768.69. Motion carried.

PUBLIC RELATIONS: Chairperson Caitlyn Perry Dial reported that Director Mack presented the Committee with draft Marketing Plan co-created by the new Public Relations Librarian that defines priorities, notes successful endeavors, and welcomes new ideas. Priorities: New Library card members and marketing the Library's services; Working: Summer Program booklet mailing, Library swag give-a-way opportunities, Brighton Farmer's Market booth; New: Bring back the "I (heart) Brighton District Library yard signs, consider various new/younger modes of communicating, e.g., friendly avatar figures.

BOARD COMMENTS: Trustee Arla McPeek offered kudos to Jennifer Osborne for creating such a colorful and informative Summer Program booklet. As a member of the Building Committee and Brighton Garden Club volunteer, she is "excited" to see the progress in the garden and pavilion spaces. Trustee Daniel Huth complimented the "Stroller Stories" program held on the tridge in downtown Brighton. "It was packed!" said Huth. Director Mack reported that there were 56 people in attendance last week and praised Youth Services Librarian Nicole Cook for initiating the series. Board Secretary Caitlyn Perry Dial requested a progress update on digitizing the Livingston Daily Press and Argus newspaper. Cindy Mack will report that information to the Board in the Friday Update. Caitlyn Perry Dial also announced that she would be traveling out-of-town for work and would miss both meetings in June. Jim Muzzin assured her that a replacement to record the June 6, 2023 minutes would be named.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:12 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting: 7:30 p.m., Tuesday, June 6, 2023

Board Meeting – 7:30 p.m., Tuesday June 20, 2023

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
June 20, 2023

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

ATTENDANCE: Jordan Genso, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner
Absent: Caitlyn Perry Dial
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Head of Teen Services Kate Wheeler, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Jordan Genso to approve the agenda.
Motion carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Daniel Huth to approve the Board meeting minutes from May 16, 2023 and the Committee meeting minutes from June 6, 2023. Motion carried.

STAFF COMMENTS: Head of Teen Services, Kate Wheeler, gave a description of her main duties as the manager of the Teen Department, selector of the Teen Collection, Jr. Volunteer Supervisor/Coordinator, and Teen and multi-generational program coordinator. Both Director Mack and Kate Wheeler shared the Library's goal of engaging young people at an early age. As youngsters are brought to the Library, they become Library users. As they grow into adolescents, the Jr. Volunteer program introduces them to the inner workings of the Library. As they advance in age and maturity, teens can become part of the decision-making process for the department by joining the TAB (Teen Advisory Board). Kate Wheeler also researches the workings of the developing brain and its effect on behavior and performance. She is respected by her peers and popular with her teens.

PRESIDENT'S REPORT: President Muzzin reminded the Board that the Board Committee meeting, scheduled for July 4, 2023, has been cancelled. The next meeting of the Board will be on July 18, 2023. Director evaluation forms have been provided in the June Board packets. Please return them to the Secretary Caitlyn Perry Dial no later than July 7th.

DIRECTOR'S REPORT: Director Mack reported that work continues on the draft budget. It will be ready for review soon. The FY 2023-2024 budget hearing and vote by the Board will be at the September 5, 2023 meeting.

The #100 level policy revisions and a revision to #205 of the Holiday Policy have been included in a markup copy in the June Board packets for consideration by the full Board. These include the suggested changes agreed upon by the Policy Committee. Cindy Mack is requesting that the Board approve the changes. President Muzzin thanked the Committee for the time and attention given to this work.

A grant from the Library of Michigan covered the expense of Cindy Mack to attend the ALA Conference in Chicago, June 22 – June 26, 2023. She stated that she always learns the latest Library news, returning with invaluable information and fresh ideas.

On Thursday, June 15, 2023, the Brighton City police were called to the Library due to an unruly patron. Both staff members and authorities remained calm and the individual was transported to the hospital.

The Library's annual kickoff to our Summer Reading Challenge, Summerfest – *All Together Now*, was held on June 17, 2023. The weather cooperated and it was a very successful and enjoyable event. Hundreds of families attended.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 23-0027: Moved by Chairperson Kathryn Poppy Wagner and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated June 20, 2023 in the amount of \$59,535.66. Motion carried.

RESOLUTION 23-0028: Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the payment of payroll checks dated May 25, 2023 in the amount of \$47,146.78 and of payroll checks dated June 8, 2023 in the amount of \$46,945.86. Motion carried.

The Committee met before the Board meeting to consider staff member wages/salaries and benefits compensation for the FY 2023-2024 budget. Kathryn Poppy Wagner reminded the Board of the unexpected increase to the 2023 property tax levy revenue of approximately \$172,000.00.

NEW BUSINESS:

Director Mack briefly described the recommendations from the Library Management Team and from the Policy Committee for revisions to #100 level policies and to Holiday Policy #205 to the Board. President and Chairperson of the Committee, Jim Muzzin, asked for a confirming resolution from the full Board.

RESOLUTION 23-0029: Moved by Kathryn Poppy Wagner and seconded by Jordan Genso to adopt the revised changes to Section 100, Personnel Policies of the personnel manual and to adopt the revised changes to Policy 205, Holiday Policy. Motion carried.

BOARD COMMENTS: Kathryn Poppy Wagner and Patrick McDonald wished everyone a happy Fourth of July.

ADJOURNMENT: Moved by Arla McPeek and seconded by Jordan Genso to adjourn the meeting at 8:10 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Meeting – 7:30 p.m., Tuesday July 18, 2023
Committee Meeting – 7:30 p.m., Tuesday, August 1, 2023

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 1st) 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

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

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

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 17, 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, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Dan Huth to approve the Board meeting minutes from September 19, 2023 and the Board Committee meeting minutes from October 3, 2023. Motion carried.

STAFF REPORT: Head of Adult Services Jennifer Osborne introduced incoming Genealogy & Local History Librarian Jordan Sprunger who shared his experience as an Instructional Services Librarian at Kentucky Wesleyan College. He developed an early interest in genealogy from his grandparents who traveled the United States researching their ancestry and the ancestry of others. He will replace Mark Mullinax who will retire in November following nearly fourteen years of services at the Library. Under Mullinax's tenure, every copy of the Livingston County Press & Argus was saved from disposal and digitalized. The Library's digitalized collection now includes all of the Brighton High School Yearbooks, scores of local/historical cookbooks, over 55,000 obituaries of local residents, and so much more. The goal of the digitalization project has been to enable our patrons to upload the collection to a portable flash drive. Director Cindy Mack recognized Mullinax for expanding the collection and for his outstanding service. A plan to renovate the Brighton Room is under consideration for the FY2024-2025.

PRESIDENT'S REPORT: President Muzzin indicated that the following Board meeting dates of are scheduled close to the upcoming holidays: November, 21st; December 19th; and January 2nd. He asked that Trustees inform him well in advance if/when they know their availability.

DIRECTOR'S REPORT: Director Mack began by stating the need for an additional storm drain near the Youth Services entrance to Millie's Garden in the interest of avoiding water damage to the building. Following a recent downpour, a large puddle formed threatening the entrance. The cost will be \$1,600.00 and will be performed by Michigan Landscape Professionals.

The Library was closed on October 9th for the annual staff in-service training. Staff members parked away from the building so the cracks in the parking lot could be repaired while not in use. Resealing the parking lot has been postponed until the spring.

The Friends of the Library Fall Book Sale will be held October 24-29. The Director acknowledged the Friends work and contributions to the Library and encouraged everyone to attend and support the sale.

A draft of the 2024 Library Goals, prepared by the Public Relations Committee, the administration and the management team, will be presented at the November Board meeting where input from Trustees will be encouraged.

The Director will be attending the Michigan Library Association Conference in Kalamazoo this week along with a team from the Library's Youth Services and Teen departments. Therefore, a Friday update will not be issued.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 23-0043: Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated October 17, 2023 in the amount of \$34,374.89. Motion carried.

RESOLUTION 23-0044: Moved by Jordan Genso and seconded by Dan Huth to approve the payment of payroll checks dated September 28, 2023 in the amount of \$49,382.44, and of payroll checks dated October 12, 2023 in the amount of \$48,487.00. Motion carried.

PUBLIC RELATIONS COMMITTEE: The Committee met tonight prior to the Board meeting. Chairperson Caitlyn Perry Dial reported that a draft of the 2024 Marketing Plan has been completed. The identified goals will highlight the Library's customary and unique services and seek to expand our patron population. Under the plan, avatar characters called "Bookies" will appear in the Library and in marketing materials. Each avatar will have characteristics designed to appeal to a specific segment of our Library users and to attract new card holders. This bold concept originated with Vice President Jordan Genso and is expected to generate lots of attention.

NEW BUSINESS: While emphasizing the excellent financial health of the Library nearing the end of the 2022-2023 fiscal year, Director Cindy Mack requested that the Board approve several year-end purchases. The list includes task chairs, book carts, outdoor furniture for the program pavilion, a new AED (automated external defibrillator) machine, the new storm drain, and various miscellaneous items. There is also a need to replace the batteries in the emergency power system or to replace the equipment. Cindy Mack is investigating the options and will present the information to the Board. This expense will appear at the end of the year as a budget amendment.

After a brief discussion concerning the best practices approach to the Library's Fund Balance, the Director announced that the FY2023-2024 budget will have a fund balance of 23.62% as determined by the Director and the Library's accountant. No transfer of funds from the General Fund to the Capital Fund is necessary at this time.

RESOLUTION 23-0045: Moved by Arla McPeek and seconded by Jordan Genso to approve the purchase of up to \$45,000.00 in miscellaneous general operating expenses with the budget to be amended at year-end. Motion carried.

BOARD COMMENTS: Arla McPeek, Trustee and member of the Brighton Garden Club Committee that maintains and supports Millie's Garden, announced that the final work in the garden will take place tomorrow. Volunteers have provided 125 of volunteer hours this season. Cindy Mack and others exclaimed their praise and thanks for a challenging year during the complete renovation of the garden space. The garden was especially beautiful during the Ribbon-Cutting Ceremony in the Program Pavilion.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Dan Huth 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, November 7, 2023

Board Meeting – 7:30 p.m., Tuesday, November 21, 2023

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
November 21, 2023

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

ATTENDANCE: Jordan Genso, Daniel Huth, Arla McPeek, James Muzzin
Absent: Caitlyn Perry Dial, Patrick McDonald, Kathryn Poppy Wagner
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Dan Huth to approve the agenda.
Motion carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Arla McPeek to approve the Board meeting minutes from October 17, 2023 and the Board Committee meeting minutes from November 7, 2023. Motion carried.

STAFF REPORT: Assistant Director, Ed Rutkowski, gave a summary presentation of the newly purchased security system for the interior and exterior of the facility. He demonstrated the “zoom” feature and the increased resolution of the new cameras. He also noted that the system does not record audio for privacy purposes, adding that it operates on the existing interface but actually works better. Arla McPeek and Jim Muzzin both praised the quality of the equipment and commented on the necessity of upgrading this critical technology.

PRESIDENT’S REPORT: President Muzzin reminded the Board that he would be addressing the need to appoint a Nominating Committee to propose a slate of officers for 2024 Board of Trustees during the New Business heading of the agenda.

DIRECTOR’S REPORT: Director Mack announced that the Annual Appeal campaign has garnered \$7,797.00 in the first ten days. The Appeal began with a mailer to our loyal donors and was followed by an email request to our patrons. Cindy Mack said that the strong response year after year, continues to demonstrate that the Library is valued and supported by the community.

Staff evaluations will commence in December to individually discuss employee strengths and identify areas where improvement is needed.

Jennifer Osborne has produced another seasonal program guide for the Library. It is a coveted publication filled with details about events, programs, and timely announcements. Jennifer Osborne will be the Librarian-in-Charge during Cindy Mack’s vacation November 22-26.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 23-0047: Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated November 21, 2023 in the amount of \$60,736.94. Motion carried.

RESOLUTION 23-0048: Moved by Jordan Genso and seconded by Dan Huth to approve the payment of payroll checks dated October 26, 2023 in the amount of \$52,850.79, and of payroll checks dated November 9, 2023 in the amount of \$52,837.87. Motion carried.

Following a review of the recommended budget amendments prepared by Director Mack and the Library's accountant, Kristine Kerttu, required to close out the FY2022-2023:

RESOLUTION 23-0049: Moved by Jordan Genso and seconded by Arla McPeek to approve the FY2022-2023 Budgeted Amendments as presented. Motion carried.

NEW BUSINESS: The proposed 2023-2024 Strategic Goals were described by Director Mack. They include ongoing objectives from the current year plus updated strategies, projects, and priorities for the coming year identified by the Management Team.

RESOLUTION 23-0050: Moved by Arla McPeek and seconded by Dan Huth to approve the FY2023-2024 Strategic Goals as presented. Motion carried.

Due to staff changes, the task of cleaning the building's interior and exterior needs to be addressed. Director Mack suggested a trial contract with Elite Facility Services which currently provides weekend cleanup. Additional maintenance, such as sidewalk clearing and tree trimming, will still need to be contracted out. Mack suggested that by utilizing private contractors, substantial savings could be realized.

RESOLUTION 23-0051: Moved by Jordan Genso and seconded by Dan Huth to authorize Cindy Mack to enter into a contract with Elite Facility Services for four months at a cost of \$2,380.00 per month. Motion carried.

In lieu of President Muzzin selecting a Nominating Committee to name a slate of new officers in FY2023-2024, the Board agreed to the following nominees: President, Jordan Genso, Vice President, Arla McPeek, Treasurer, James Muzzin, Secretary, Daniel Huth. The term will last for one year beginning in January 2024.

BOARD COMMENTS: President Muzzin wished everyone a happy Thanksgiving and safe travels.

ADJOURNMENT: Moved by Arla McPeek and seconded by Jordan Genso to adjourn the meeting at 8:14 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

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

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

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
December 19, 2023**

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

ATTENDANCE: Caitlyn Perry Dial, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin

Absent: Jordan Genso, Kathryn Poppy Wagner

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Dan Huth to approve the agenda.

Motion carried.

APPROVAL OF MINUTES: Moved by Arla McPeek and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from November 21, 2023 and the Board Committee meeting minutes from December 5, 2023.

Motion carried.

STAFF REPORT: Assistant Director, Ed Rutkowski, wished the Trustees happy holidays from the staff.

PRESIDENT'S REPORT: President Muzzin thanked the Board and Library administration for their support over the past two years. He will miss the weekly telephone conversations with Cindy but he looks forward to his anticipated position as Board Treasurer.

DIRECTOR'S REPORT: Director Mack addressed the non-working bollard lights in the Library's circle drive. She expects that it is a battery issue and has emailed the contractor for assistance.

Only one quote has been received for the kitchen renovation. The delay is probably the result of the holidays. As soon as the other two quotes arrive, the information will be brought to the Building Committee for a recommendation to the full Board.

While the painting contractor is in the building to paint the quiet study rooms and the A/B Room, Cindy Mack is recommending that the wallpaper be removed and the walls painted in the Conference Room. The funds to pay for the project will come from the Capital Improvement Fund. It is anticipated that this area will be transformed into a Digital Makerspace in 2024.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 23-0054: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated December 19, 2023 in the amount of \$42,896.12. Motion carried.

A payment to Blue Cross/Blue Shield Insurance Company accounted for a significant portion of the expenses.

RESOLUTION 23-0055: Moved by Arla McPeek and seconded by Patrick McDonald to approve the payment of payroll checks dated November 23, 2023 in the amount of \$52,850.79, and of payroll checks dated December 07, 2023 in the amount of \$52,837.87. Motion carried.

NEW BUSINESS: Director Mack reviewed the 2024 calendars for public meetings and building closures due to holidays. The management team has selected November 29th, the day following Thanksgiving, as the paid floating holiday for staff.

In the new year, Cindy Mack will be coordinating meetings with the Building Committee and staff to review bids and discuss plans for the kitchen renovations and other proposed projects.

BOARD COMMENTS: Arla McPeek wished everyone a lovely holiday. Patrick McDonald wished the Trustees a blessed Christmas and New Year. Caitlyn Perry Dial and Dan Huth congratulated the Director on the success of the Library's Jingle Jubilee. Both shared stories about their children's enjoyment of and participation in the festivities. Jim Muzzin wished everyone a merry Christmas and a happy new year and noted the unique relevance of the Teen Department's upcoming Taylor Swift Trivia program.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to adjourn the meeting at 7:52 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting – 7:30 p.m., Tuesday, January 2, 2024

Board Meeting – 7:30 p.m., Tuesday, January 16, 2024