

Brighton District Library Committee Meeting Minutes

January 3, 2023

Called to order at 7:30pm

Present: Caitlyn Perry Dial, Jordan Genso, Arla McPeek, Kathryn Poppy Wagner, Jim Muzzin

Absent: Daniel Huth, Patrick McDonald

Staff: Ed Rutkowski

Public: None

Staff comments: None

President's Report: The 2023 Committee assignments are set.

Assistant Director's Report: Ed received a response from CTS regarding the board's questions about terminating the contract and received assurances that the current monthly rate would be the fee for ending. More on this subject will be addressed in the next board meeting.

Committee Reports

Budget & Finance

Resolution 23-0001: 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 \$11,261.00, dated 01/03/2023. Poppy summarized the bills and nothing was out of order. Motion passed unanimously by voice vote.

Resolution 23-0002: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the 2023 Meeting Schedule as presented. No discussion. Motion passed unanimously by voice vote.

Resolution 23-0003: Moved by Arla McPeek and seconded by Kathryn Poppy Wagner to approve the Slate of Officers as follows: President Jim Muzzin, Vice-President Jordan Genso, Treasurer Kathryn Poppy Wagner, Secretary Caitlyn Perry Dial, Trustee Daniel Huth, Trustee Patrick McDonald, Trustee Arla McPeek.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report.

Policy/Personnel: No report

New Business - None

Old Business - None

Board Comments: Jordan Genso noted that he likes the bench in front of the library entrance.
Happy New Year from Jim Muzzin and Kathryn Poppy Wagner.

Motion to adjourn by Kathryn Poppy Wagner seconded by Arla McPeek. Adjourned at 7:40pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

February 7, 2023

Called to order at 7:30pm

Present: Caitlyn Perry Dial, Jordan Genso, Arla McPeek, Patrick McDonald, Jim Muzzin, Daniel Huth

Staff: Cindy Mack

Public: None

President's Report: None

Director's Report: Cindy reported that we are waiting on the audit results and will discuss with budget committee any recommendations that come out of it. She will be scheduling a PR committee meeting soon to discuss opportunities that may arise out of the hiring of a new FT PR Librarian.

Committee Reports

Budget & Finance

Resolution 23-0007: moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$15,418.25, dated 01/26/2023 and \$270,605.28 dated 02/07/2023. Genso noted that tax payments were made, which amounts for the large sum. Motion passed unanimously by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report.

Policy/Personnel: No report

New Business

Discussion of Marketing and Public Relations Librarian Position

Cindy Mack presented a memo outlining a proposal to create a new position for a full-time PR and Marketing Librarian. This would be a strategic position created based on recent staffing changes. Board members discussed the merits of this position and the requirements of the chosen candidate.

Resolution 23-0008: Moved by Arla McPeek and seconded by Patrick McDonald to approve the creation of a full-time Marketing and Public Relations Librarian Position, with funds available due to retirement, resignations, and other staff cost savings. Motion passed unanimously by voice vote.

Old Business - None

Board Comments: None

Motion to adjourn by Caitlyn Perry Dial seconded by Patrick McDonald. Adjourned at 7:59pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

March 7, 2023

Called to order at 7:30pm

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

Staff: Cindy Mack

Public: None

President's Report: None

Director's Report: Glass board and bulletin board have been installed in the AB Room. New furniture has been added and installed in the staff areas. Interviews have been held for the new PR and Marketing position and we have one very good candidate.

Committee Reports

Budget & Finance - committee met this evening to discuss the recent audit and review a possibility of changing audit firms. The general feeling is that there is no immediate feeling to switch but have asked board members to pay attention to the audit presentation next month and share any questions or thoughts. Asking our current auditors to present a proposal for another 2 years. Cindy will be putting out an RFP for other firms.

Resolution 23-0011: moved by Kathryn Poppy Wagner and seconded by Jordan Genso to approve the payment of bills based on the claims docket in the amount of \$66,409.06, dated 03/07/2023. Resolution passed unanimously with a voice vote.

Building/Technology: committee communicated via email and recommended the following resolution to the full board:

Resolution 23-0012: moved by Jordan Genso and seconded by Arla McPeek to approve the quote from Michigan Landscape Professionals to renovate the Reading House at a cost not to exceed \$15,000 with funds coming from the General Fund Balance. Resolution passed unanimously with a voice vote.

Planning/Fundraising: No report.

PR Committee: No report.

Policy/Personnel: No report

New Business - None

Old Business - None

Board Comments: None

Motion to adjourn by Patrick McDonald seconded by Jordan Genso. Adjourned at 7:47pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

BRIGHTON DISTRICT LIBRARY
BOARD COMMITTEE MEETING MINUTES
April 4, 2023

CALL TO ORDER: President James Muzzin welcomed the visitors and called the meeting to order at 7:35 p.m.

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner
Absent: Daniel Huth
Staff: Director Cindy Mack, Diana Dart
Public: Ailie Weaver – Manor Costerisan, two members of the public (unidentified)

PRESIDENT'S REPORT: President Muzzin introduced Ailie Weaver, the Library's auditor from the accounting firm of Manor Costerisan, who walked the Board through the FY 2021-2022 audit report explaining the process and answering any questions put forward. The Library earned a "Clean Opinion," the best that can be attained. There were no findings or recommendations and it was considered an unmodified, clean, well-executed audit. Weaver complimented the Board's fiscal responsibility and declared the Library in solid financial health. She also acknowledged the outstanding working relationship that the auditing team enjoys with Cindy Mack and Accountant Kristine Kerttu.

President Muzzin thanked Weaver for the clear explanation of the findings. He likewise commended the preparation work completed by Cindy Mack and Kristine Kerttu. Muzzin commented further that he was "very pleased with the report" and believed it to be of "great value" to work with such a knowledgeable auditor and firm.

RESOLUTION 23-0018: Moved by Kathryn Poppy Wagner and seconded by Caitlyn Perry Dial to accept the Fiscal Year 2021-2022 Audit as presented. Motion passed.

Board members discussed the pros and cons of extending the audit contract with Manor Costerisan for two additional years and proceeded with the following action:

RESOLUTION 23-0019: Moved by Kathryn Poppy Wagner and seconded by Patrick McDonald to accept the proposal from Manor Costerisan and to extend the audit contract in the amount of \$9,100.00 in FY 2022-2023 and \$9,400.00 in FY 2023-2024. Motion passed.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Kathryn Poppy Wagner pointed out the major expenses and proposed the following:

RESOLUTION 23-0017: Moved by Kathryn Poppy Wagner and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated April 4, 2023 in the amount of \$26,397.49. Motion carried.

BOARD COMMENTS: Jordan Genso asked Director Mack about the policy regarding donations of used electronic equipment to the Library. Mack responded by stating that donated electronic/digital equipment is too often incompatible with Library's technology because it is outdated. Given the recent banking closures in California, Caitlyn Perry Dial joined Genso in asking about the safety of our accounts and if the Library has a policy regarding bank "runs." Cindy Mack assured the Board that the accounts are safe and insured and suggested that the Finance Committee take up this discussion and report their recommendations to the Board. Kathryn Poppy Wagner addressed our goal to reduce the 29% Fund Balance to an optimal 20%-25%. The Director will update the Board on a plan once the Phase II Renovation is concluded. Caitlyn Perry Dial said that she had been interviewed by WKAR, "It was fun and a joy to share what is happening at the Brighton District Library." She added her compliments to Cindy Mack for the excellent audit. President Muzzin said that he heard a promo about the Youth Services Department's "1,000 Books"

campaign on WHIM. Jordan Genso said he heard the promo on the mikeandjonpodcast.com. Kudos to the new Public Relations Librarian.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso 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, May 2, 2023

Board Meeting – 7:30 p.m., Tuesday, May 16, 2023

BRIGHTON DISTRICT LIBRARY
BOARD COMMITTEE MEETING MINUTES
May 2, 2023

CALL TO ORDER: President James Muzzin called the meeting to order at 7:32 p.m.

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Arla McPeek, James Muzzin
Absent: Kathryn Poppy Wagner, Patrick McDonald
Staff: Director Cindy Mack, Diana Dart
Public: One member of the public (unidentified)

CALL TO THE PUBLIC: None

DIRECTOR'S REPORT: Director Cindy Mack announced that Michigan Landscape Professionals has started work on Phase II of the Library grounds renovation. The crew is making good progress despite the rainy, cold weather. The Director met with the Program Pavilion subcontractor to discuss final plans and excavation for the foundation has begun. Following the disappointing assessment that the Reading House structure could not be saved, its demolition has generated many questions in the Youth Services area and has been distressing to some of our youngest patrons.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Vice President Jordan Genso reviewed the major expenses for the Board (Michigan Landscape Professionals and the shared Library services) and proposed the following:

RESOLUTION 23-0022: Moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated May 2, 2023 in the amount of \$94,633.27. Motion carried.

A brief discussion about the Family Picture Day program held at the Library on April 16th followed the vote. Caitlyn Perry Dial welcomed the opportunity to have a professional photography session free of charge. Jordan Genso praised the idea and encouraged the Library to consider hosting this every year.

BUILDING & TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that the Committee met prior to the Board meeting tonight to determine what will follow in place of the beloved Reading House in Millie's Garden. Various options were examined in detail resulting in the Committee's conclusion that rebuilding a new and improved Reading House is the best option. Cindy Mack concurred, stating that the Library had a very successful fundraiser for improvements to the garden and pavilion area and has a healthy fund balance that can absorb the cost. Adding that the Reading House is "loved by the entire community, especially the children and families who visit the Library." Caitlyn Perry Dial requested that the entrance to the new House accommodate pediatric wheelchairs. The Board concurred; the Director will communicate this to the sub-contractor. Benches for the garden and seating for the Program Pavilion were also on the Committee meeting's agenda.

RESOLUTION 23-0023: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to authorize \$40,000.00 to Michigan Landscape Professionals to construct a new Reading House with the goal of making it accessible to all children. Motion carried.

BOARD COMMENTS: Jordan Genso supplied the Board with copies of the Michigan House of Representatives Resolution No. 81 "to declare April 25, 2023, as Librarian and Library Worker Day in the state of Michigan." The Resolution recently passed the House with a partisan vote. He asked the Board to consider a response. Director Mack confirmed that the Library's Representative did not vote for Resolution No. 81. She did, however, send a "Special Tribute" certificate to the Library from the State of Michigan in recognition of National Library Week, and has been a supporter of the Brighton District Library in the past. Cindy Mack recommended that the Library look internally to "be

certain that we are providing services to everyone in the community consistent with our Mission, Vision and Values statements.” The Board enthusiastically agreed.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to adjourn the meeting at 8:04 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Meeting – 7:30 p.m., Tuesday, May 16, 2023

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

Brighton District Library Committee Meeting Minutes

June 6, 2023

Called to order at 7:31pm

Present: Jordan Genso, Patrick McDonald, James Muzzin, Daniel Huth, Kathryn Poppy Wagner

Staff: Cindy Mack

Public: None

President's Report: None

Director's Report: Cindy reported that the pavilion installation will occur during the week of June 26. Kristine Kerttu, the Library's Accountant, and Cindy are working on next fiscal year's budget. The Finance Committee is tentatively scheduled to meet before the next Board meeting to provide input on the draft budget.

Committee Reports

Budget & Finance

Resolution 23-0026: moved by Kathryn Poppy Wagner and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated 05/25/2023 in the amount of \$18,905.33 and dated 06/06/2023 in the amount of \$27,103.40. Motion passed unanimously by voice vote.

Building/Technology: Jordan Genso reported that the Building Committee met earlier that evening. It is remarkable to consider the projects that have been completed. The Building Committee reviewed the items that will go in the learning journey and finalized the pavilion/patio area furnishings. There will be notable, usable space on the patio. It is the goal that the updated landscaping will encourage people to use our outdoor spaces.

Planning/Fundraising: No report

PR Committee: No report.

Policy/Personnel: No report

New Business – None

Old Business - None

Board Comments:

Patrick McDonald: Patrick enjoyed seeing the Library staff at the Farmers' Market.

Jordan Genso: Jordan is looking forward to Summerfest. His oldest daughter received her first library card, which as an exciting milestone for her.

Motion to adjourn by Kathryn Poppy Wagner seconded by Jordan Genso. Adjourned at 7:50pm.

Respectfully submitted by Cindy Mack

Brighton District Library Committee Meeting Minutes

August 1, 2023

Called to order at 7:30pm

Present: Caitlyn Perry Dial, Jordan Genso, Jim Muzzin, Daniel Huth, Arla McPeek, Patrick McDonald (arrived at 7:32)

Staff: Cindy Mack

Public Comments: None.

Director's Report: Director Mack reported that the Reading House project is progressing. The Learning Journey signage is on order, but we are on the waitlist for production. The September 15th donor appreciation event will also include members of the public to celebrate the completion of Phase II of the Outdoor Renovation Project.

President's Report: None

Committee Reports

Budget & Finance:

Resolution 23-0032: moved by Jordan Genso and seconded by Arla McPeek to approve the payment of bills based on the claims docket in the amount of \$18,469.72, dated 07/25/2023 and 08/1/2023 in the amount of \$31,923.01. Motion passed by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report

Policy/Personnel: Caitlyn Perry Dial and Jordan Genso presented their findings with Director Cindy Mack's 360 Employment Review. Overall the findings were very positive from trustees, the library's management team, and community members.

Old Business - None

New Business -

Director Mack provided the first draft of the FY23-24 Operating Budget. The board will discuss the next draft at the August 15th board meeting in preparation for the September 5th budget hearing.

Board Comments:

Patrick - None

Jordan - Noted that the "Emergency Exit" signage out to the pavilion is a little confusing. Director Mack assured him that new signage is on its way.

Arla - Noted the public use of the garden and pavilion has been wonderful to see.

Caitlyn - None

Dan - None

Jim - None

Motion to adjourn by Patrick McDonald seconded by Daniel Huth. Adjourned at 8:11.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

September 5, 2023

Called to order at 7:30pm by President Muzzin

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

Staff: Director Cindy Mack

Approval of Agenda - Moved by McPeek, seconded McDonald. Passed by voice vote.

Public Hearing on the adoption of the Fiscal Year 2023-2024 Budget

- Close Board Meeting.
 - Moved by McDonald, seconded by Huth. Passed by voice vote.
- Open Public Hearing for Budget
 - Director Mack presented the draft 2023-2024 General Fund Budget.
 - President Muzzin noted that this is the third time the board has seen this budget in various forms over the last few public board meetings and committee meetings.
- Public Comment
 - Susan Backus questioned the increase in the marketing budget. Director Mack shared a brief overview of the marketing budget for the next year. Secretary Dial, as chair of PR Committee, shared the intentions of the marketing team to reach non-card holders in the community and increase usage of the library in the next fiscal year.
- Close Public Hearing

Reopen Board Meeting

- Moved by McDonald, seconded by McPeek. Passed by voice vote.

Public Comments: None.

Staff Comments:

President's Report: President Muzzin reminded the board that Friday, September 15th is our ribbon cutting for the outdoor renovation. Event begins at 5:30pm.

Director's Report: Director Mack shared updates on the outdoor renovation. It will be almost complete by the time the ribbon cutting ceremony occurs.

Committee Reports

Budget & Finance:

Resolution 23-0037: To approve the payment of bills based on claims docket dated 08/23/2023 in the amount of \$43,383.31 and 09/05/2023 in the amount of \$61,882.39. Moved by Poppy Wagner, seconded by Dial. Passed by voice vote.

Resolution 23-0038: To approve the Charter Millage Levy for 2023-2024 at 0.6375 mills and the Voted Millage Level for 2023-2024 at 0.2096 mills. Moved by Poppy Wagner, seconded by Huth. Passed by voice vote.

Resolution 23-0039: To approve the proposed 2023-2024 General Fund Summary Budget and the Capital Fund Budget both dated September 5, 2023. Moved by Poppy Wagner, seconded by McDonald. Passed by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report

Policy/Personnel: No report

Old Business - None

New Business - None

Board Comments:

Patrick - Noted that he strongly supports the library's efforts to publish annual reports to the community.

Arla - None

Caitlyn - Noted that her 9 year old son loved his first Tween Book Box. She also shared that she recently led a seminar on public library fundraising for the Michigan Humanities Council.

Dan - Thanks to all in preparing the budget. Daughters love the new reading house.

Jim - None

Kathryn - Noted that it is a privilege to serve this board and thanks to all for the diligence needed to prepare the budget.

Motion to adjourn by Dial, seconded by McDonald. Adjourned at 7:49pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

October 3, 2023

Called to order at 7:30pm by President Muzzin

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

Staff: Director Cindy Mack

Public Comments: None.

President's Report: None.

Director's Report: Director Mack reported that the finance committee will be meeting after this board meeting to discuss the fund balance and make year-end decisions. Proposals will be brought to the board at the next meeting.

Committee Reports

Budget & Finance:

- **Resolution 23-0042:** To approve the payment of bills based on claims docket dated 10/03/2023 in the amount of \$42,416.50. Moved by Poppy Wagner, seconded by Genso. Passed by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report

Policy/Personnel: No report

Old Business - None

New Business - None

Board Comments:

Patrick - None.

Caitlyn - Noted that this week is Banned Books Week and that she enjoyed the MI Right to Read display in the library.

Dan - None.

Jim - None.

Kathryn - None.
Jordan - None.

Motion to adjourn by McDonald, seconded by Poppy Wagner. Adjourned at 7:36pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

November 7, 2023

Called to order at 7:30pm by President Muzzin

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

Staff: Director Cindy Mack

Public Comments: None

President's Report: None

Director's Report: Director Mack updated the board on the library's battery backup and generator plan. She is seeking information on what backup method for power is best for the building. Tree removal will happen in December. She is seeking quotes for painting projects and kitchen renovations for the next fiscal year.

Committee Reports

Budget & Finance:

- **Resolution 23-0046:** To approve the payment of bills based on claims docket dated 11/07/2023 in the amount of \$96,966.63. She noted a few items on the docket which total almost \$40k, most notably the TLN renewal and furnishing purchases that had prior approval. Moved by Poppy Wagner, seconded by McPeek. Passed by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report

Policy/Personnel: No report

Old Business - None

New Business - None

Board Comments:

Arla - The program for the Trustees at Howell library last week was wonderful.

Caitlyn - None

Dan - None

Jim - Agrees with Arla that the program for the Trustee dinner was excellent.
Kathryn - None
Jordan - None
Patrick - None

Motion to adjourn by McDonald, seconded by Genso. Adjourned at 7:44pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.

Brighton District Library Committee Meeting Minutes

December 5, 2023

Called to order at 7:30pm by Vice President Genso

Present: Caitlyn Perry Dial, Kathryn Poppy Wagner, Jordan Genso, Arla McPeek, Patrick McDonald

Staff: Director Cindy Mack

Public Comments: None

Vice President's Report: None

Director's Report: Director Mack shared that the library's annual holiday event is taking place on Saturday, 10am to noon. There will be Santa and a petting zoo.

Committee Reports

Budget & Finance:

- **Resolution 23-0052:** To approve the payment of bills based on claims docket dated 12/05/2023 in the amount of \$34,828.97. Moved by Poppy Wagner, seconded by McPeek. Passed by voice vote.

Director Mack presented two quotes regarding the replacement and update of the library's egress emergency lighting inverter. She presented quotes from Goyette and Suburban Electric. She recommends the Suburban Electric quote.

- **Resolution 23-0053:** To approve the quote from Suburban Electric to remove and replace the lighting inverter at a cost not to exceed \$12,000 with the funds coming from the General Fund Building Expense Account. Moved by McPeek, seconded by McDonald. Passed by voice vote.

Building/Technology: No report

Planning/Fundraising: No report

PR Committee: No report

Policy/Personnel: No report

Old Business - None

New Business - None

Board Comments:

Arla - None

Caitlyn - None

Kathryn - None

Jordan - None

Patrick - None

Motion to adjourn by Dial, seconded by Poppy Wagner. Adjourned at 7:41pm.

Respectfully submitted by Caitlyn Perry Dial, Secretary.