

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 20, 2024

CALL TO ORDER: The meeting was called to order by President Jordan Genso 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, Outreach Librarian Vickie Weyand, Diana Dart
Public: None

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

APPROVAL OF MINUTES: (Correction to the January 16, 2024 minutes by Kathryn Poppy Wagner to remove Arla McPeek's name from those attending the meeting.) Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the Board meeting minutes from January 16, 2024 and the Board Committee meeting minutes from February 6, 2024. Motion carried.

STAFF REPORT: Outreach Librarian, Vickie Weyand, introduced herself and reviewed her credentials and experience informing the Trustees about her vast community connections. She launched into an extended list of her current responsibilities emphasizing the projects that take her outside the building: *Community Connect* sponsored by the Livingston County United Way; interacting with the Brighton Area Schools; the Library's Homebound Delivery service; *Books and Brews*, a book club held at Brewery Becker; the Brighton District Library booth at the local Farmer's Market; and the Adult Storytime for adults with disabilities, her personal passion. In addition, she manages a portion of the collection development, arranges adult programming, provides the six assisted living facilities in the Library District and the Alzheimer's Association with information about the Library's memory and sensory kits and about the special services for the homebound population.

Following the presentation, Board members commented on the variety of the residents being targeted and on the number of locations in the community where the Library is making an impact. All were impressed with Vickie Weyand's energy and the diversity of her assignments.

DIRECTOR'S REPORT: Director Mack has secured two outstanding references for Fairview Construction from both Corewell Health and DMC regarding the Library's kitchen renovation projects. Jim Muzzin interjected that recently he received an unsolicited and extremely positive review of Fairview Construction during a chance meeting. The Building Committee met before the meeting tonight and is ready to move forward. Cindy Mack, Jennifer Osborne, Head of Adult Services, and Committee Chairperson, Arla McPeek, have scheduled a meeting with the Project Coordinator, Craig Duppong, at the cabinet maker's on February 21st to discuss design elements.

The Quiet Study Rooms were repainted on February 10th and 11th as planned. However, the A/B Room and the Conference Room painting projects have been moved to May 16th and 19th due to scheduling conflicts.

The Director produced drawings of three of the avatars that will be featured in the 2024/2025 marketing campaign, *See Yourself at Your Library*. A May kickoff is planned with the goal of educating our patrons and the community about the vast array of services, programs, and materials offered at the Library.

OrangeBoy is replacing our current marketing software, Mailchimp, to formulate and deliver the March eNewsletter. This new system will provide the Library staff with more analytics from our integrated library system as well as from Hoopla and Overdrive, enabling the management team to make more accurate data-driven decisions.

Aili Weaver, of Maner Costerisan, has reported that the 2023 Audit is complete with no major concerns to relate. Ms. Weaver will present the full audit findings at the March 19, 2024 Board meeting. The Budget and Finance Committee will be receiving an electronic copy to review before that Board meeting.

The Friends of the Brighton District Library have committed \$20,000.00 to sponsor Library programming, plus an additional \$7,037.50 for Creative Bug, Ancestry.com, Mango Languages and Comic Plus this year. Director Mack praised the Friends for the ongoing support of this hardworking volunteer organization.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin reviewed the major expenses found in the February docket. Included were the cost of painting seven Quiet Study Rooms, Blue Care Network, Goyette Mechanical for repairs to the HVAC system, and the payment of winter tax revenue to Green Oak Township and Northfield Township.

RESOLUTION 24-010: Moved by Chairperson Muzzin and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated February 20, 2024 in the amount of \$127,963.96. Motion carried.

RESOLUTION 24-011: Moved by Chairperson Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated January 18, 2024 in the amount of \$46,664.58, and of payroll checks dated February 1, 2024 in the amount of \$48,604.32, and of payroll checks dated February 15, 2024 in the amount of \$48,597.67. Motion carried.

BUILDING & TECHNOLOGY: Chairperson Arla Mc Peek reported her great satisfaction with the progress being made on the kitchen renovation projects. She is looking forward to meeting at the cabinet maker's tomorrow.

PUBLIC RELATIONS COMMITTEE: Chairperson Dan Huth reminded Committee members about their meeting on Tuesday, March 5 where they will be discussing the launch of the marketing campaign.

POLICY & PERSONNEL COMMITTEE: Chairperson Kathryn Poppy Wagner expressed her gratitude to Director Mack for the electronic updated version of the Library's Emergency Manual. She was impressed by the amount of detail and the careful consideration of the contents.

BOARD COMMENTS: Jim Muzzin reiterated his amazement at the number of people being influenced outside of the Library building through initiatives created and managed by Outreach Librarian, Vickie Weyand. Arla McPeek expressed that Vickie Weyand is an outstanding ambassador for the Library. Kathryn Poppy Wagner commented on the impressive materials and services available to people with cognitive impairment.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Patrick McDonald to adjourn the meeting at 8:02 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting – 7:30 p.m., Tuesday, March 5, 2024

Board Meeting – 7:30 p.m., Tuesday, March 19, 2024