

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 19, 2024

CALL TO ORDER: The meeting was called to order by President Jordan Genso 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, Auditor Ailie Weaver, Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Arla McPeek and seconded by Patrick McDonald to approve the Board meeting minutes from February 20, 2024 and the Board Committee meeting minutes from March 5, 2024. Motion carried.

AUDIT PRESENTATION: Director Cindy Mack introduced Ailie Weaver, auditor from the accounting firm of Manor Costerisan, who guided the Board through the 2022-2023 audit report detailing the process and answering the questions put forward by Board members. A lengthy, in-depth discussion followed Ms. Weaver's declaration that the Library earned a "clean opinion," the best rating possible. As in previous years, there were no recommendations or findings and the audit was considered well executed and unmodified. Topics for future investigation by Board Committees include reviews of investment strategies and of internal financial controls/policies. Ms. Weaver complimented the Board's fiscal responsibility and declared the Library to be in solid financial health. She also acknowledged the outstanding working relationship that the auditing team enjoys with Director Cindy Mack and Library Accountant Kristine Kerttu.

Board Treasurer, Jim Muzzin, thanked Ms. Weaver for her clear explanation of the findings. Additionally, he commended the preparation work completed by Cindy Mack and Kristine Kerttu.

RESOLUTION 24-015: Moved by Jim Muzzin and seconded by Arla McPeek to accept the Fiscal Year 2022-2023 audit as presented. Motion carried.

STAFF REPORT: Ed Rutkowski thanked Arla McPeek for the delicious homemade cookies she brought to the meeting.

DIRECTOR'S REPORT: Cindy Mack and the Building Committee are anticipating the arrival of floor samples before final selections are made for the kitchen renovations. The hope is to schedule the projects in the next few weeks.

Brighton MOD Pizza is hosting a fundraiser to benefit the Library on Thursday, April 11. The Library will receive a portion of the sales made that day. The proceeds will, once again, be designated to fund enhancements to Miss Carla's Reading House. Last year a similar event resulted in a \$200.00 donation for this purpose.

The Library has incurred several expenses for service contracts and major repairs during the last few months of the fiscal year. It is anticipated that these expenses will even out and should not affect the budget process in the long run.

The Director announced that as a result of the reorganization of the maintenance staff, a Custodian/Handyman has been hired and will begin his duties on Monday, March 25. Director Mack is very optimistic that this restructuring will better meet the Library's needs.

Cindy Mack will be on vacation from Thursday, March 21 through Sunday, March 31. Friday Updates will not be issued on March 22 or March 29. Assistant Director Ed Rutkowski will be the point of contact during that time.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin reminded the Board that tax distribution payments to Green Oak Township accounted for the substantial increase in expenses on the March 19, 2024 claims docket.

RESOLUTION 23-013: Moved by Chairperson Muzzin and seconded by Kathryn Poppy Wagner to approve the payment of bills based on the claims docket dated March 19, 2024 in the amount of \$445,144.05. Motion carried.

President Jordan Genso inquired about the Library's policy regarding check preparation. Is there an existing accounting policy? Should all checks be countersigned? What is the threshold amount requiring a countersignature? Jim Muzzin and Cindy Mack joined the conversation suggesting further investigation and action. Director Mack will follow-up with the appropriate professionals and report back to the Board.

RESOLUTION 23-014: Moved by Chairperson Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated February 29, 2024 in the amount of \$49,723.74, and of payroll checks dated March 14, 2024 in the amount of \$50,855.94. Motion carried.

PUBLIC RELATIONS COMMITTEE: Chairperson Dan Huth directed Trustees to the Board packet and to a description of the Library's new Engagement Campaign. He showed the sketches of the characters/avatars (produced by Teen Librarian Kate Wheeler) that will be used to promote Library programming and services during the year-long advertisement push. The Committee will be meeting soon to finalize plans for the launch in May.

NEW BUSINESS: Director Mack reviewed a grant representing the amount available for distribution from the Brighton District Library Endowment Fund managed by the Community Foundation for Southeast Michigan (CFSEM). The amount is based on the interest earned during 2023. Cindy Mack recently attended an informational meeting to explore the history of the CFSEM and to bring questions to the Board about future plans for the Library's Endowment Fund. Professional fund developer and Trustee Caitlyn Perry Dial led a brief question-and-answer period about endowment funds in general and the Library's endowment fund specifically. Director Mack will bring this to the Planning and Fundraising Committee for future exploration.

RESOLUTION 24-016: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,347.00 and retain those dollars in the Brighton District Library Endowment Fund. Motion carried.

Calling attention to the Library Engagement Campaign document in the Board packet, Director Mack highlighted the main points of the multi-media marketing plan. The strategy is designed to raise awareness of the Brighton District Library specifically and to promote libraries in general. Cindy Mack described the promotion month-by-month commencing with the May 2024 launch in the Library's Summer Newsletter and at the Library's visibility booth at the Brighton Farmers' Market and culminating with a finale event during National Library Week in April 2025. Additionally, a Relax in the Stacks event for supporters of the Library will be held in September.

BOARD COMMENTS: Patrick McDonald congratulated the Board and staff for a successful audit. Dan Huth's daughters enjoyed Youth Librarian Natalie Haggard's programs. Kathryn Poppy Wagner appreciated the learning environment that permeated the meeting. Jim Muzzin commented on the forty-minute review of the audit. Curiosity and persistence were observed and appreciated. Arla McPeck understands more about the Endowment Fund and looks forward to learning more. Jordan Genso queried Ed Rutkowski about the database sessions information in the Library's Statistical Report. Ed Rutkowski will follow-up with a detailed email explaining the procedure.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:59 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting – 7:30 p.m., Tuesday April 2, 2024
Board Meeting – 7:30 p.m., Tuesday, April 16, 2024