

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
April 16, 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
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Jennifer Osborne, 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: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy Wagner to approve the Board meeting minutes from March 19, 2024 and the Board Committee meeting minutes from April 2, 2024.
Motion carried.

STAFF REPORT: Jennifer Osborne, Head of Adult Services, provided an overview of the Library's new analytical software, OrangeBoy. It replaces Mailchimp, an email marketing platform. OrangeBoy provides analytics from our integrated library system as well as from Hoopla and Overdrive, enabling the management team to make more accurate data-driven decision. Osborne presented examples of the information/statistics collected in March and April 2024 and explained its email targeting capabilities. She gave examples of two current email campaigns. The first Targeting new Library card holders and the second targeting those patrons with expired cards. She noted the personal nature of the outreach and the positive response rate.

Director Mack indicated that the Friends of the Brighton District Library, in addition to their annual contribution for programming, donated \$7,000.00 this fiscal year for electronic resources. The escalating demand for digital services will be taken into consideration during the next budget process.

PRESIDENT'S REPORT: Board President, Jordan Genso, suggested expanding our program offerings to Friday and Saturday evenings.

DIRECTOR'S REPORT: The Library Engagement Committee, led by Cindy Mack and Jennifer Osborne, are putting the final details together for the introduction campaign of *See Yourself at the Brighton District Library* in May.

Director Mack attended the Michigan Library Association's Advocacy Day in Lansing. Mack met with several legislators to discuss a variety of library related topics. She also shared a lengthy conversation with the Library District's Representative, Ann Bolin, who pledged her continuing support. State Senator, Lana Theis, did not attend.

Jordan Sprunger, Local History and Genealogy Librarian, and Assistant Director and Webmaster, Ed Rutkowski, continue to work to make the database of the Argus newspapers available on the Library's website. A projected completion date is June 2024.

Youth and Teen librarians have coordinated with Maltby Intermediate School and Scranton Middle School to hold *Battle of the Books* reading competitions in May. Students compete for prizes based on their knowledge of six books selected in advance. This popular annual event provides an outreach opportunity that targets our younger population and reinforces the Library's relationship with teachers and schools.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin reviewed the major expenses on the claims docket, including the \$250,000.00 transfer of funds to purchase a CD from Key Bank, and offered the following resolutions:

RESOLUTION 24-020: Moved by Chairperson Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated April 16, 2024 in the amount of \$310,362.74. Motion carried.

RESOLUTION 24-021: Moved by Chairperson Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated March 28, 2024 in the amount of \$49,366.27, and of payroll checks dated April 11, 2024 in the amount of \$51,242.76. Motion carried.

BUILDING & TECHNOLOGY COMMITTEE: Chairperson Arla McPeek announced that the Committee will meet after the Board meeting to discuss the selection of finishes and the quote from Fairview Construction for the kitchens renovation project.

POLICY & PERSONNEL COMMITTEE: Chairperson Kathryn Poppy Wagner stated that the review continues of Public Policies and Procedures (Section 400) in the Library's Personnel Manual. After careful consideration, several subjects have been addressed. The Committee will meet again in two weeks to finalize a proposal to bring to the Board.

Cindy Mack consulted the Library's auditor, Eilie Weaver, regarding the issue of writing and signing manual checks. Ms. Weaver recommended that checks in the amount of \$5,000.00 or more be wet signed by the Director and a designated Trustee.

OLD BUSINESS: Director Mack **has** collected ideas for the fireplace mural from the Library staff and asked for additional suggestions from the Board. Several were offered. Arla McPeek expressed confidence in the designer and the Board agreed.

NEW BUSINESS: The Library has received a quote from Advanced Sealcoat of \$6,000.00 to repair and resurface the parking lot. Director Mack is recommending that approval be given due to the positive work history with the company and the 2023 pricing. The project would be scheduled for Saturday, July 6, 2024.

RESOLUTION 24-022: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the quote from Advanced Sealcoat to repair cracks, reseal, and restripe the parking lot at a cost not to exceed \$6,500.00. Motion carried.

BOARD COMMENTS: Dan Huth thanked the Director for the pizza on April 11th. Patrick McDonald asked for a legal clarification regarding the payment of Trustees for attending Committee meetings in addition to the stipend paid for attending Board meetings. The Director will contact the Library's attorney and respond. Arla McPeek indicated that the Brighton Garden Club volunteers would resume their work in Millie's Garden this week.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:28 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting – 7:30 p.m., Tuesday May 7, 2024
Board Meeting – 7:30 p.m., Tuesday, May 21, 2024