

Brighton District Library Committee Meeting

Tuesday, May 7th, 2024

Attendees

Jordan Genso
James Muzzin
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Cindy Mack - Director

Agenda

Call to Order 7:31

Approval Of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No Report
2. Director's Report -
 - a. Goyette was back for the humidifier and alarm. We have a new technician named Ben. He is very young, but is putting a lot of time into learning our system. We are still within our budget.
 - b. The library also has to have the backflow tested every year, and one of the main ones failed. Goyette will have to come and rebuild it. Cost should not be a concern.
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-023 - To approve the payment of bills based on claims docket dated 05/07/2024 in the amount of \$53,278.15; Jim motions, Arla supports. Motion Carries
 1. Jim points out Goyette bills
 2. Jim highlights payroll savings
 3. Jennifer and Cindy are going to San Diego for ALA conference
 - a. Jordan asked about the process for deciding which staff attends conferences. Cindy says they try to rotate as much as possible
 - b. Jennifer's conference costs are covered by a grant
 - ii. Resolution 24-024: To accept the quote provided by UTEC, dated May 1, 2024, and approve the commencement of a five-year copier leasing contract with them. Arla motions, Caitlyn supports. Motion passes
 1. Ed provided a summary of the bids for the Board.

- a. We are currently at the end of our 5-year contract with UTEC.
 - b. Ed solicited quotes for a new 5 year contract from UTEC, Image Tech, and Millennium Business Systems. These bids include a monthly rent charge, a number of included color and b/w images, and the overage rate.
 - c. Each company was asked about alternative fax solutions. Image Tech and UTEC offered eGoldFax, which is a service managed entirely through the copier. By switching to eGoldFax and canceling the 2 POTS lines, we should save \$36/month.
 - d. The recommendation to renew with UTEC is the lowest overall cost option. The library has also been satisfied with the machines and service from the company.
- b. Building: Arla McPeek
 - i. Garden club worried about the amount of mulch needed. Cindy notes they are well within budget
 - c. Policy and Personnel -No Report, they will be meeting in May
 - d. Fundraising - No Report
 - i.
 - e. Marketing and PR - Dan Huth
 - i. No Report
4. Board Comments:
- a. Caitlyn - No Comment
 - b. Jim - No Comment
 - c. Arla - No Comment
 - d. Dan - No Comment
 - e. Jordan - Mentioned some unique ideas for adult programming
 - f. Motion to Adjourn - Caitlyn motioned, Jim supported
 - g. Meeting Adjourned - 8:00

Respectfully Submitted by:

Daniel Huth - Secretary