

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
May 21, 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
Absent: Kathryn Poppy Wagner
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Kelly Chynoweth, Diana Dart
Public: None

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the Board meeting minutes from April 16, 2024 and the Board Committee meeting minutes from May 7, 2024. Motion carried.

STAFF REPORT: Director Mack introduced the newest member of the Youth Services staff in charge of STEAM programming, Kelly Chynoweth. Chynoweth began by displaying the game board that will be used for the Youth Services Summer Reading Challenge participants and answered questions about the registration process. Available to children ages 0-12, the YS Summer Reading Challenge offers opportunities for participants to earn prizes that encourage reading stamina and learning experiences. The prizes are provided by local business sponsors demonstrating their support for the Library and the value of our services. Chynoweth concluded her presentation by describing former and future space-themed STEAM projects featuring NASA ambassadors, robotics, and coding.

PRESIDENT'S REPORT: None.

DIRECTOR'S REPORT: Director Mack updated the Board on several ongoing projects:

- Repairs to the Backflow Preventer will take place on May 24th. The Library will be closed for the day.
- The hot water heater ruptured and needed to be replaced on May 21st.
- Plans for the new Makerspace are progressing and will be presented to the Building Committee for their review before being brought to the full Board for approval. The goal is to showcase the project at the *Relax in the Stacks* event in September 2024.
- Kitchen renovations are expected to begin in early June 2024.
- The A/B Meeting Room and the Conference Room were refreshed and repainted May 17th - 19th.
- Ed Rutkowski and Jordan Sprunger continue to search for a work-around on the Brighton Argus digitization project. Progress is now dependent on the availability of the webmaster to build an interface with the Library website. Unfortunately, this is causing a slowdown.
- The Policy and Personnel Committee was unable to meet tonight before the Board meeting but will complete its work by ZOOM or in person at their meeting on June 4th.

The Summer Reading Challenge newsletter, produced by Jennifer Osborne, features the Library's Annual Report and an introduction to the Community Engagement Campaign. It is a masterpiece of marketing and is delivered to all residents of our Library District each spring. Cindy Mack invited the Board to watch for the presence of Library signage, merchandise, programming, and live appearances in the coming year.

The Brighton Garden Club has begun its seasonal stewardship of Millie's Garden. The new and transplanted perennials fared well following the renovation and the garden is, once again, a unique destination thanks to the work of these tireless volunteers.

The Library will be receiving a 3.87% (approximately \$93,000.00) increase in 2024 property tax revenue.

Kristine Kerttu, Library Accountant, and Cindy Mack will be examining various budgetary components before meeting with the Budget and Finance Committee in June to gather feedback to develop an initial 2024-2025 draft budget. As stated in the Board By-Laws, work will continue on the draft budget until it is offered at the August Board meeting for consideration. Director Mack recommends that a budget hearing and vote on the final budget be held at the September 3, 2024 Committee Board meeting, thus allowing timely submissions of the L4029 forms to the local governing entities.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin went over some of the major expenses that included Brighton Township property tax charge-backs, payroll and HR related expenses, the recent painting projects, and repairs to the sprinkler and backflow systems.

RESOLUTION 24-025: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated May 21, 2024 in the amount of \$54,563.65. Motion carried.

RESOLUTION 24-026: Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated April 25, 2024 in the amount of \$51,475.60, and of payroll checks dated May 9, 2024 in the amount of \$50,732.06.

BUILDING & TECHNOLOGY COMMITTEE: Led by Chairperson Arla McPeek, the Committee will meet on June 18th before the Board meeting.

PUBLIC RELATIONS COMMITTEE: Led by Chairperson Dan Huth, the Committee has no meetings scheduled.

POLICY & PERSONNEL COMMITTEE: Led by Kathryn Poppy Wagner, the Committee will meet on June 4th before the Board Committee meeting.

BOARD COMMENTS: None offered.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:00 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Committee Meeting – 7:30 p.m., Tuesday, June 4, 2024

Board Meeting – 7:30 p.m., Tuesday, June 18, 2024