

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
June 18, 2024

CALL TO ORDER: The meeting was called to order by President Jordan Genso at 7:32 p.m.

ATTENDANCE: Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Arla McPeek, James Muzzin. Patrick McDonald arrived at 7:40.

Absent: Kathryn Poppy Wagner

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Kate Wheeler, Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from May 21, 2024 and the Board Committee meeting minutes from June 4, 2024. Motion carried.

STAFF REPORT: Teen librarian, Kate Wheeler, appeared before the Board to report on the Teen Summer Reading Challenge. She distributed the participant handout that details the many opportunities to earn “badges” by reading, completing activities, writing book reviews, etc. Weekly prizes are awarded for each badge earned along with the chance to win major prizes at the end of the Challenge. To date, 44 participants have registered over 3,000 minutes of reading. Based on past years, Wheeler expects 100+ teens to participate in the Challenge this summer. To aide with the many tasks attached to the Youth Service, Teen, and Adult Service summer activities, Wheeler also trains and supervises 27 tweens and teens in the Junior Volunteer Program.

PRESIDENT’S REPORT: President Genso announced the formation of a Board Committee to oversee the annual evaluation of the Library Director. Arla McPeek will serve as Chairperson with Caitlyn Perry Dial serving as Assistant Chairperson. The final report will be presented in August.

DIRECTOR’S REPORT: Director Mack presented the proposed revisions to Section 400: Public Policies and Procedures, of the Library’s Personnel Manual. The full Board has been tasked with the final review of the proposals which will be voted on at the July 16th Board meeting.

The renovations to A/B and staff kitchens are expected to begin in July. The architect’s hospitalization has caused a delay in the start date. More information is expected this week.

“Inspo-Lab” is the name chosen for the new digital makerspace slated to inhabit the former Board Room in the fall. The Building and Technology Committee will schedule a meeting to consider selections for the finishes.

Mack is pleased to announce the replacement for retiring Outreach Librarian, Vickie Weyand. She has been an integral part of the Library team and her enthusiasm and diligence will be sorely missed. Andrew Puente is a former employee who worked here during the completion of his MLIS degree. He has since gained experience as an Outreach Librarian and will make a proven addition to the staff.

The Fundraising Committee will have a brief meeting at the conclusion of the Board meeting to determine the date and the caterer for the *Relax in the Stacks* donor recognition event slated for September.

The Library will be closed on Thursday, July 4th for the Independence Day holiday and on Saturday, July 6th for parking lot repairs and resealing.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin briefly presented the major expenses on the June 18, 2024 docket, including a Blue Care Network health insurance premium and property tax reimbursement to the Salem-South Lyon District Library.

RESOLUTION 24-029: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 18, 2024 in the amount of \$48,074.23. Motion carried.

RESOLUTION 24-030: Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated May 26, 2024 in the amount of \$50,509.82, and of payroll checks dated June 6, 2024 in the amount of \$50,596.52.

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin announced that the Committee met to discuss the distribution of the \$93,000.00 increase in property tax revenue and the salary and hourly staff wage increases in the FY 2024/2025 budget.

BUILDING & TECHNOLOGY COMMITTEE: The Committee is tracking the progress of three building projects, Chairperson Arla McPeek reported. The “Inspo-Lab” digital makerspace venture is underway with input from a committee of staff. Final selections of the finishes will be determined at the next meeting. It is anticipated that the kitchen renovations will begin in July.

NEW BUSINESS: The latest project under consideration is the construction of a trailhead connecting the Library grounds to the walking path located on the adjoining Parker Preserve. Initial input regarding the cost of the plan suggested that a significant financial investment would be required. Director Mack is recommending sending out a Request for Proposal to provide an accurate estimate and/or a less costly alternative.

RESOLUTION 24-031: Moved by Arla McPeek and seconded by Dan Huth to approve the Parker Preserve Trail Development Request for Proposal. Motion carried.

Director Mack requested feedback from the Board about the initial draft of the Pewabic tile fireplace mural. The overall response was positive and included inquiries about the design details, coloration, tile size, and composition. Mack will discuss these modifications with the artist. The historic art installation will be the centerpiece of the 2024-2025 Annual Appeal fundraiser with completion expected next year.

BOARD COMMENTS: Jim Muzzin attended Summerfest at the Library last Saturday and was impressed by the crowd size, the variety of activities, and the positive publicity generated by the event. Dan Huth picked up his “A BOOK LOVER LIVES HERE” yard sign and endorsed the Prize Patrol promotion.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Meeting – 7:30 p.m., Tuesday, July 16, 2024