

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
July 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, James Muzzin

Absent: Arla McPeek, Kathryn Poppy Wagner

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, 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 Jim Muzzin and seconded by Caitlyn Perry Dial to approve the Board meeting minutes from June 18, 2024. Motion carried.

PUBLIC COMMENTS: None

PRESIDENT'S REPORT: None

STAFF REPORT: None

DIRECTOR'S REPORT: A letter of resignation from Trustee Kathryn Poppy Wagner was regrettably accepted by Director Mack. Her departure from the Board will be effective on September 16, 2024. Numerous comments from the Board and the Library administration praised Poppy Wagner for her contribution during her ten-year tenure.

Library accountant, Kristine Kerttu, and Cindy Mack will present a draft budget for FY 2024-2025 at the August 3rd Board Committee meeting. Further discussion of the budget will take place at the August 17th Board meeting. A final vote on the budget will be held at the September 3rd Board Committee meeting.

Library Director Evaluation form for 2023-2024 are in the Board packet. Arla McPeek, Chairperson of the Evaluation Committee, will communicate electronically with the Trustees regarding the timeframe to return the completed forms. The evaluation will be delivered at the August 20th Board meeting.

The renovation of the staff and A/B kitchens is nearly complete. Director Mack invited the Board to tour the facilities and observe the progress.

The Emerging Stories Team has secured a date, musical entertainment, and caterer for *Relax in the Stacks*. The biannual donor appreciation event will have a similar format as in the past.

Plans for the 2025 Annual Appeal will be discussed at a meeting of the Fundraising Committee on August 6th at 6:00 p.m. Last year the campaign netted over \$21,700.00.

Cindy Mack will be out of the building for the next several days and will not be issuing a Friday update on July 19th.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin highlighted the major expenses appearing on the July 16, 2024 docket: MML liability pool, health insurance premiums, plumbing repairs, parking lot maintenance, and collection development.

RESOLUTION 24-032: Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated June 27, 2024 in the amount of \$5, 554.43 and of the claims docket dated July 16, 2024 in the amount of \$99,929.54. Motion carried.

RESOLUTION 24-033: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated June 20, 2024 in the amount of \$52,412.58, and of payroll checks dated July 3, 2024 in the amount of \$51,532.68. Motion carried.

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin announced that the Committee will meet in August.

OLD BUSINESS: A second draft of the Pewabic tile fireplace mural representing the changes suggested by the Board is in the Board packet. The response was positive with a few minor modifications requested. It is Director Mack's hope that a final design and cost of the project will be presented at the August 6th meeting.

NEW BUSINESS: Director Mack reviewed the proposed policy revisions and additions to Sections 300 and 400 of the Library's Personnel Manual with the Board. Each alteration was thoroughly evaluated by identifying the issues with the current policy and altering/adding/excluding the language for optimum operating efficiency.

RESOLUTION 24-034: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adopt the revised changes to Section 400, Public Policies and Procedures of the Personnel Manual, and to adopt the changes to Policies 305A, 310 and 312 in the Personnel Manual plus the removal of "Members of the public should/must request the opportunity to only approach the podium when called on by the Board President" from Policy 408: Rules of Public Comment. Motion carried.

Director Mack drew the attention to the Makerspace Furnishings memo found in the Board packet. After going over the bids received for cabinets and furniture for the makerspace (inspo lab) design, the following resolution was offered:

RESOLUTION 24-035: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to accept the quote from Fairview Construction for cabinetry in the makerspace at a cost not to exceed \$12,000.00. Additionally, to approve the purchase of furnishings from KI Furniture for the makerspace at a cost not to exceed \$13,000.00 with funding for both purchases coming from the Capital Fund Account. Motion carried.

BOARD COMMENTS: Patrick McDonald attended the Library's *Smart Phone Class* program. He praised the presenter and the contents of the curriculum. Caitlyn Perry Dial and her sons are enjoying the Summer Reading Challenge, especially the drawings and prizes. Dan Huth inquired about the repair of the musical flowers in the garden. Cindy Mack reported that maintenance personnel had fixed the problem. Jim Muzzin commented about how nice the resurfaced and repainted parking lot looks. Furthermore, he urged further conversation about the upcoming announcement addressing the departure of two Board members.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - 7:30 p.m., Tuesday, August 6, 2024
Board Meeting – 7:30 p.m., Tuesday, August 20, 2024