

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**August 20, 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 Patrick McDonald and seconded by Jim Muzzin 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 July 16, 2024 and from August 6, 2024. Motion carried.

**PUBLIC COMMENTS:** None

**PRESIDENT'S REPORT:** None

**STAFF REPORT:** Assistant Director Ed Rutkowski has been occupied with planning and implementing the creation of the Library's makerspace "InspoLab."

**DIRECTOR'S REPORT:** Cindy Mack shared details about the upcoming Livingston Trustees and Directors Meeting from 6:15 – 8:00 p.m. on Thursday, September 26, 2024, at the Crounse Library. Nick Tanzi, author of *The Digital Librarian*, will be presenting on the subject of Artificial Intelligence (AI). Jennifer Osborne, Head of Adult Services, will represent Director Mack who has a previous commitment that cannot be rescheduled. Trustees are encouraged to attend. RSVP information and details will be provided in the coming days.

The Summer Reading Challenge has ended posting impressive statistics again this year. A total of 1,178 children, teens and adults took part in the Challenge and attended programs this year. Focusing on minutes read as well as offering both electronic and paper program trackers attracted 944 teens and youth participants. Incentives and prizes provided by local businesses added to the appeal.

September is Library Card Sign up Month and as part of the Library's year-long marketing campaign to encourage new Library users, a postcard will be mailed to all residents promoting the sign up and publicizing the materials, programs, and services available at the Brighton District Library.

The Library will be closed on Sunday, September 1 and Monday, September 2, 2024 for the Labor Day holiday and on October 14, 2024 (Columbus Day) for the annual staff in-service training. The meeting will be held in-house.

A copy of the new fall programming brochure is in the Board packets. Once again, Jennifer Osborne has created a stunning design packed with information about the vast selection of activities at the Library this season.

Trustee Kathryn Poppy Wagner has regretfully submitted a letter of resignation to the Board, effective September 16, 2024. She has served on the Board in every capacity over the past ten years and her insight and leadership will be sorely missed. The Board will discuss the process of filling this vacancy at the September 3, 2024 meeting.

Board President Jordan Genso is moving out of our Library District and will also be resigning. His last meeting will be September 17, 2024.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Noting the purchase of a \$200,000.00 CD from Old National Bank and the payment of penal fines to other municipalities, Chairperson Jim Muzzin put forth the following resolution:

**RESOLUTION 24-038:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated August 20, 2024 in the amount of \$273,340.67.

**RESOLUTION 24-039:** Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated July 18, 2024 in the amount of \$53,137.29, and of payroll checks dated August 1, 2024 in the amount of \$49,157.77, and of payroll checks dated August 15, 2024 in the amount of \$49,567.67. Motion carried.

**OLD BUSINESS:** Director Mack requested one final change to the Draft Budget, a \$1,000.00 addition to the Copier Supplies budget for equipment and related expenses. This is in anticipation of a rise in price to usage charges, fax transmissions, and copy paper. A Budget Hearing at the September 3, 2024 Board Committee Meeting, has been posted.

Director Mack has enclosed the two responses to the Request for Proposal sent by the Library to three civil engineering firms for the cost of providing a feasibility study to connect the Library property to the Parker Preserve Trail. Both bids far exceeded the anticipated expense. After sharing her many concerns over the cost and the complicated permit process due to the water source on the property, the Director recommended that an alternative solution be considered, which may include installing an attention-grabbing sign and a pathway encouraging visitors to follow the adjacent sidewalk to the Parker Preserve Trail Head.

The 2025 Annual Appeal will present two giving opportunities this year. A full explanation of the campaign, "A Legacy of History and Art: Support the Brighton District Library," is included in the Board packet. The goal is to raise \$50,000.00 to support a public art installation in the Reading Room of Pewabic tile featuring an interpretation of local landmarks, origins, and natural elements plus the complete renovation of the Brighton Room. The Brighton Room is the Library's repository for historical and genealogy research materials and equipment. Director Mack has included the estimate of the artwork and is awaiting the estimate for the tile installation. The campaign will run from mid-November to mid-February.

**NEW BUSINESS:** The Library Director Evaluation Committee, Arla McPeek and Caitlyn Perry Dial, have compiled the results of the annual Director Evaluation forms submitted by the Trustees. They report that Cindy Mack has earned a rating of Outstanding, the highest tier possible. The Director expressed gratitude to the Trustees for their generous evaluation, noting that she is fortunate to have such a wonderful Board and staff.

**RESOLUTION 23-0040:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to increase Cindy Mack's salary 7.2% in accordance with the other staff members' increases as proposed in the FY2024-2025 budget. Motion Carried.

**BOARD COMMENTS:** **Jim Muzzin** praised Cindy Mack's leadership through the COVID Pandemic, the major renovations of the interior and exterior of the building, and her compilation of a great workforce with low turnover. To retain great employees, they need to receive appropriate pay. **Jordan Genso** congratulated the Director on her fantastic evaluation and agreed that she should receive a raise in line with the staff. **Dan Huth** thanked the Director for her dedication to the Library. **Patrick McDonald** added that it had been a good meeting. Very positive.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Dan Huth to adjourn the meeting at 8:20 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

**NEXT MEETINGS:**

Board Committee Meeting - 7:30 p.m., Tuesday, September 3, 2024

Board Meeting – 7:30 p.m., Tuesday, September 17, 2024