

BRIGHTON DISTRICT LIBRARY
BOARD COMMITTEE MEETING MINUTES
September 3, 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, Arla McPeek, James Muzzin. Patrick McDonald arrived at 7:35 p.m.

Absent: None

Staff: Director Cindy Mack, Diana Dart

Public: Eagle Scout Candidate Drew Smith and father, Susan Walters

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

PUBLIC HEARING ON THE ADOPTION OF THE FISCAL YEAR 2024-2025 BUDGET

- Close Board Meeting
 - Moved by Kathryn Poppy Wagner, seconded by Caitlyn Perry Dial. Passed by voice vote.
- Open Public Hearing for Budget
 - Moved by Jim Muzzin, seconded by Arla McPeek. Passed by voice vote.
- Public Comments
 - Susan Walters asked why the Charter Millage rate to be collected was less in 2024-2025 than it was in 2023-2024. Director Mack explained that it was due to the fluctuation in the Headlee Rollback.
- Close Public Hearing for Budget
 - Moved by Caitlyn Perry Dial, seconded by Daniel Huth. Passed by voice vote.
- Reopen Board Meeting
 - Moved by Caitlyn Perry Dial, seconded by Jim Muzzin. Passed by voice vote.

PUBLIC COMMENTS: Susan Walters inquired about the Trustees receiving payments for attending Board meetings. Treasurer Jim Muzzin responded that Board members receive a stipend of \$30.00 for attending two scheduled Board meetings per month. This payment and the amount of the payment is mandated by Michigan District Library Law. Ms. Walters also requested a copy of the Brighton District Library Board of Trustees By-Laws. Director Mack will provide a hard copy following the meeting.

STAFF COMMENTS: None

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack and Library accountant, Kristine Kerttu, have been readying the final details of the FY2024-2025 General Budget to present to the Board.

Equipment and furnishings have been arriving for the conversion of the Library Conference Room into a makerspace. Storage cupboards will be installed on Monday, September 9. The goal is to have the renovation well underway to showcase at the September 20th *Relax in the Stacks* donor appreciation event. Donations to the 2024 Annual Appeal helped to fund this project.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Noting no major expenses on the docket, Chairperson Jim Muzzin put forth the following resolution:

RESOLUTION 24-041: Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated September 3, 2024 in the amount of \$17,802.81. Motion carried.

RESOLUTION 24-042: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the Charter Millage Levy for 2024-2025 at 0.6156 mills and the Voted Millage Levy for 2024-2025 at 0.2024 mills. Motion carried.

RESOLUTION 24-043: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the proposed 2024-2025 General Fund Summary Budget and the Capital Fund Budget both dated Septembers 3, 2024. Motion carried.

PUBLIC RELATIONS: Chairperson Dan Huth announced that the Committee will be meeting in September to discuss the progress of the ongoing marketing campaign.

OLD BUSINESS: Invitations are in the mail to the Library's biennial event *Relax in the Stacks*.

NEW BUSINESS: After recounting the Library's strong history of supporting Eagle Scout and Girl Scout projects, Director Mack introduced Eagle Scout Candidate Drew Smith. Candidate Smith is seeking approval of his proposal to build and install a drop-box at the Library for retired U.S.A. flags. The project would complete his requirements to become an Eagle Scout. A Q & A exchange followed Smith's presentation including kudos from the Trustees.

RESOLUTION 24:044: Moved by Arla McPeck and seconded by Jim Muzzin to approve the Eagle Scout project to construct a U.S.A. flag retirement box and install it on Library property. The precise location of the box will be determined in the future. Motion carried.

Cindy Mack led a discussion about the open Board positions being vacated by Kathryn Poppy Wagner and Jordan Genso. The plan is to send a press release on Friday, September 5th announcing the vacancies and requesting applications. The applications will be scanned to the Board for consideration before the October 1st meeting. A final vote on the applicants will be held at the October 15th Board meeting.

BOARD COMMENTS: **Jim Muzzin** listened to the radio advertisement for *Library Card Sign-up Month* and commented that it's always good when people are talking about the Library. **Kathryn Poppy Wagner** spoke eloquently about her decade of serving on the Board of Trustees, the camaraderie she has experienced, the constant pursuit of Library improvement, and the consistency of the common goals of the Board members and staff. **Patrick McDonald** thanked Poppy Wagner for her participation over the years. He is looking forward to a formal recognition of her service by the Board. **Cindy Mack** will publicly recognize Poppy Wager and Genso at the *Relax in the Stacks* event. **Caitlyn Perry Dial** echoed McDonald's sentiments and joined him in thanking her for her service. **Dan Huth** extended his thanks to both Poppy Wagner and to Jordan Genso. **Jordan Genso** stated that it has been a privilege to work with the Board.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:58 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS:

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

Board Committee Meeting – 7:30 p.m., Tuesday, October 1, 2024