

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 17, 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: None
Staff: Director Cindy Mack, Youth Librarian Natalie Haggard, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Arla McPeek and seconded by Patrick McDonald to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Dan Huth to approve the Board meeting minutes from August 20, 2024 and from September 3, 2024. Motion carried.

PUBLIC COMMENTS: None

PRESIDENT'S REPORT: President Genso stated that he will miss his colleagues on the Board and wished them well.

STAFF REPORT: Youth Librarian, Natalie Haggard, introduced the Board to a newly curated collection rebranded as Educational Resources. It gathers together the former Special Needs collection and various other categories such as teacher aids, parent-child information, and manipulatives. During the process, Haggard replaced outdated and/or damaged items, preserved relevant titles, and added the most up-to-date materials. A brochure describing the collection has been created for internal use, for the Teacher Packets, for the age 0-3 years Literacy Kits, and for other opportunities where appropriate. Arla McPeek, Caitlyn Perry Dial and the entire Board reacted positively to rebranding the collection and thanked Haggard for her work on the project and her presentation. Jordan Genso and Jim Muzzin suggested that the Library find an appropriate way to thank Brighton Area Schools teachers for their supportive interaction with the Library.

DIRECTOR'S REPORT: The *Inspo Lab* will be on display at the Relax in the Stacks event on September 20, 2024. Policies are being finalized and staff training will begin soon. Director Mack reiterated the plan to open the makerspace to the public on or near October 15, 2024. Ed Rutkowski, Library Assistant Director, will provide a tour and overview of the Lab to Trustees at our second meeting in October.

There will be a Library staff in-service training on October 14, 2024 (Columbus Day). This year's program will feature local consultant Doug Moffat, founder of The Moffat Group. He will focus on the effective and appropriate use of emotional intelligence in the Library setting. Staff will also have time allotted for instruction on the various tools, equipment, and supplies that will be housed in the *Inspo Lab*.

The Library has been promoting *Library Sign-up Month* with a mailer sent to all households in the District, a radio advertisement on WHMI, and various publicity initiatives designed to engage the community. Director Mack reported that she is pleased with the 50+ applications have been submitted online and of the overall awareness of the voting public who support the Library through the millage tax.

Cindy Mack reported that, to date, three people have submitted their resumes and/or letters of interest for the two vacant Board positions. Information about the applicants must be received by 5:00p.m. on September 30, 2024. That evening, applications will be emailed to the Board and printed copies will be available at the Board Committee meeting on Tuesday, October 1, 2024. Director Mack proposed that interviews be held at the Board meeting on Tuesday, October 15, 2024.

Following an inquiry, minutes from the previous meeting will be approved or corrected at both the Board Committee meeting and the regular Board meeting held on the first and third Tuesday of each month.

The Library Network (TLN) has changed their policy about the number of e-books a patron may place on hold. By lowering the number from ten to six, the hope is that patron wait-time is reduced as the availability of titles increases. Director Mack addressed a complaint about the new policy lodged by a Brighton District Library patron, assuring the Board that our Library's collectors constantly monitor this and have the ability to purchase extra copies of popular books for our patrons when necessary. Jim Muzzin asked that Director Mack suggest a six-month-results report to verify the efficiency of this change. He also thanked the Director for being proactive and keeping the Board informed.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin observed that it is good to see that Library financial accounts are distributed among several local banks. He noted that major expenses on this docket are for employee health care, repairs to the boiler system, and cabinets for the *Inpsa Lab* space.

RESOLUTION 24-045: Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of bills based on the claims docket dated September 17, 2024 in the amount of \$69,728.12. Motion carried.

RESOLUTION 24-046: Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated August 29, 2024 in the amount of \$49,458.18, and of payroll checks dated September 12, 2024 in the amount of \$48,483.44. Motion carried.

PUBLIC RELATIONS COMMITTEE: Chairperson Dan Huth reported that the Committee will meet to finalize the plans for a community Scavenger Hunt visibility event.

OLD BUSINESS: Director Mack reported on the progress of the 2025 Annual Appeal fundraising campaign, "A Legacy of History and Art: Support the Brighton District Library," featuring a Pewabic Pottery tile mural installation and the renovation of the Brighton Room. The final quote has been received for the combined cost of the art installation and it is well within the \$50,000.00 goal of the fundraiser.

RESOLUTION 23-0047: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to approve the quote from Pewabic Pottery for the custom mural and the quote from Rapasi Tile & Marble for its installation, combined at a cost not to exceed \$22,000, with initial funding coming from the Capital Funds Account. Motion carried.

BOARD COMMENTS: Arla McPeek expressed her sorrow that this was Jordan Genso's last Board meeting and that he will be missed. She also commented that a radio broadcast in Grand Rapids reported that the Grand Rapids Library system was spending over \$450,000.00 on a rapid book sorter. The machinery can sort approximately 500 books in 2.5 hours. **Jim Muzzin, Dan Huth, and Caitlyn Perry Dial** all recognized Jordan Genso's years of service. **Jordan Genso** stated that the outstanding dedication and spirit of cooperation among the Library Board, he was ruined for future participation on any other Board.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:26 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS:

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

Board Meeting – 7:30 p.m., Tuesday, October 15, 2024