

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 15, 2024

CALL TO ORDER: The meeting was called to order by President Arla McPeek at 6:30 p.m.

ATTENDANCE: Caitlyn Perry Dial, Daniel Huth, Arla McPeek, James Muzzin. Patrick McDonald arrived at 6:35 p.m.

Absent: None

Staff: Director Cindy Mack, Assistant Library Director Ed Rutkowski, Diana Dart

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial 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 October 1, 2024. Motion carried.

PUBLIC COMMENTS: None

PRESIDENT'S REPORT: President McPeek thanked Patrick McDonald for assuming the Chairmanship of the Board's Policy and Personnel Committee.

DIRECTOR'S REPORT: The Library's new makerspace will be ready to open as soon as the proposed policy is established. Director Mack assured the Board that adjustments can/will be made, if necessary, as the staff observes the functionality of the space and the ease and popularity of patron participation. Publicly marketing the space will commence next week along with a soft opening.

The Friends of the Library will hold their Fall Used Media Sale from October 22-27 in the A/B Room. Proceeds from the sale sponsor Library programming and special purchases. The importance of the Friends and their financial support will be highlighted at their annual meeting held on Tuesday, November 12th. The public is invited to attend.

Final touches are being added to the 2025 Annual Appeal that will offer donors the opportunity to earmark their contributions to sponsor the Pewabic tile mural project and/or the Brighton Room renovation. The fundraiser will run from mid-November through the end of February.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin made a brief overview of the major payments to TLN and for makerspace expenses and offered the following:

RESOLUTION 24-050: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated October 15, 2024 in the amount of \$85,160.89. Motion carried.

RESOLUTION 24-051: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated September 26, 2024 in the amount of \$50,209.16, and of payroll checks dated October 10, 2024 in the amount of \$50,979.88. Motion carried.

PLANNING & FUNDRAISING COMMITTEE: Chairperson Caitlyn Perry Dial reported that the Committee will meet in November to discuss the launch of the Annual Appeal.

OLD BUSINESS: Referring to the Brighton Argus Digitalization Project memo found in the Board packet, Director Mack led a discussion centered around the final steps to complete the task. After encountering several barriers, Ed Rutkowski and Local History Librarian, Jordan Sprunger, investigated several options including a consultation with the Library of Michigan's Digitalization Specialist who recommended Advantage Archives. An explanation of services and

a quote from Advantage Archives is included in the Board packet. Ed Rutkowski and Cindy Mack answered

inquiries from the Trustees surrounding cost, company viability, and current use of the existing technology in the Brighton Room.

6:45 p.m.: As previously scheduled, President Arla McPeek paused the discussion to interview candidates for the two vacancies on the Board of Trustees. Applicants Bob Sexton, Andrew Yurkanin, Lyndsay Wing, and Devin Steele presented credentials and answered questions from the Trustees. A positive reaction to the quality of the candidates was expressed.

7:45 p.m.: OLD BUSINESS CONTINUED: President McPeek resumed the conversation about the digitalization project. Several Board members advocated for the additional funding required to complete the project. Patrick McDonald questioned the need for the entire venture. Caitlyn Perry Dial shared her experience with and the timely relevance of such database information. Treasurer Jim Muzzin clarified the funding history of the project.

RESOLUTION 23-054: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to allocate an additional \$8,000.00 from the Fund Balance, needed to supplement the \$14,000.00 in unused funding previously allocated, to complete the Brighton Argus Digitalization Project. Motion carried with Patrick McDonald abstaining.

RESOLUTION 23-052: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to appoint Devin Steele to fill the Board vacancy for the remainder of the term set to expire on December 31, 2024. Motion carried.

Trustee McDonald recommended that the Board interview a fifth applicant for the remaining vacant Board seat at the November 5, 2024 meeting. This led to a discussion about the tight timeline needed to announce the appointees given the extensive qualifications of the other candidates. The majority of the Board decided to move forward with the selection process. Patrick McDonald requested a roll-call vote.

RESOLUTION 23-053: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to appoint Lyndsay Wing to fill the Board vacancy for the remainder of the term set to expire on December 31, 2026. Caitlyn Perry Dial – Yes; Daniel Huth – Yes; Patrick McDonald – No; Arla McPeek – Yes; Jim Muzzin – Yes. Motion carried.

Director Mack reported that the Library's attorney has advised the Library to require a signed release form for use of the makerspace and its equipment. This is to insure mutual understanding and informed consent of the rules, and to protect the Library from liability. It was also recommended that restrictions be added to the use of the 3D printer.

RESOLUTION 23-055: Moved by Dan Huth and seconded by Patrick McDonald to approve and adopt Policy 409, Inspo Lab Makerspace and 3D Printing, as presented. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial is looking forward to working with Devin Steele and Lyndsay Wing.

Director Mack has arranged with the City of Brighton Clerk to have the new Trustees take their oaths of office at the Clerk's office.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:34 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS:

Board Committee Meeting - 7:30 p.m., Tuesday, November 5, 2024

Board Meeting – 7:30 p.m., Tuesday, November 26, 2024