

Brighton District Library Committee/Annual Meeting Minutes

January 2, 2024

Called to order at 7:30pm by President Muzzin

Present: Caitlyn Perry Dial, Kathryn Poppy Wagner, Jordan Genso, Arla McPeek, Jim Muzzin, Daniel Huth

Staff: Director Cindy Mack

Public Comments: None

President's Report: None

Director's Report: No committees have met in the last month. New committee membership, with schedules to meet, will be established by the next board meeting.

Resolutions

- **Resolution 24-001:** To approve the payment of bills based on claims docket dated 01/02/2024 in the amount of \$18,608.42. Moved by Poppy Wagner, seconded by McPeek. Passed by voice vote.
- **Resolution 24-002:** To approve the 2024 Meeting Schedule as presented. Moved by Poppy Wagner, seconded by Genso. Passed by a voice vote.
- **Resolution 24-003:** To approve the slate of officers as follows: President Jordan Genso, Vice-President Arla McPeek, Treasurer James Muzzin, Secretary Daniel Huth, Trustee Patrick McDonald, Trustee Caitlyn Perry Dial, and Trustee Kathryn Poppy Wagner. Moved by McPeek, seconded by Dial. Passed by a voice vote.

President Genso took over the direction of the meeting at 7:41pm.

- **Resolution 24-004:** To remove Kathryn Poppy Wagner's signature as authorization for any appropriate Brighton District Library Huntington Bank accounts. Moved by Dial, seconded by Muzzin. Passed by a voice vote.
- **Resolution 24-005:** To add James Muzzin's signature as authorization for any appropriate Brighton District Library Huntington Bank accounts. Moved by McPeek, seconded by Huth. Passed by a voice vote.

Old Business - None

New Business - None

Board Comments:

Arla - None

Caitlyn - None

Jim - None

Kathryn - Wishes all a Happy New Year.

Jordan - None

Dan - None

Motion to adjourn by Dial, seconded by Muzzin. Adjourned at 7:43 pm.

Respectfully submitted by Caitlyn Perry Dial, Outgoing Secretary.

Brighton District Library Committee Meeting

Tuesday, 02.06.2024

Attendees

Arla McPeek

Jordan Genso

Caitlyn Perry Dial

Jim Muzzin

Dan Huth

Patrick McDonald

Cindy Mack - Library Director

Agenda


Call to Order 7:31 PM

Approval of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No report
2. Director's Report - Some dead trees were cut down. Martin Tree service was very helpful with their advice. Garden Club has already noticed. No major building issues
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-008: To approve the payment of bills based on claims docket dated 02/06/2024 in the amount of \$75,601.72- Patrick McDonald support, Jim moved. Jim highlighted the larger expenditures for tree removal, sidewalks, and half the cost of the battery backup system, with the rest being used for books and materials. Caitlyn asked about payroll, which is not on the docket until our next meeting. Motion approved unanimously.

- 
- b. Building:
 - i. Arla McPeek updated the board on the progress of the A/B Room kitchen and staff break room projects. She noted that Director Mack and the Building Committee considered 4 estimates, KSI Dream Kitchens, Fairview, and Creative Designs Plus. KSI and Dream Kitchens were eliminated quickly because they do not offer laminate cabinets like Cindy and the Committee would prefer. The Building Committee and Cindy's preference was for Fairview because of our previous experience with their project manager. It was also noted that one of the companies had to be followed up with 2 times in order to receive their quote. Their lack of urgency in providing their quote concerned the Committee and Cindy.
 - ii. Resolution 24-009: To accept the quote from Fairview Construction for the A/B Room Kitchen and Staff Break Room renovation projects contingent on three references and a site visit by the Library Director. Cost not to exceed \$50,000 with funding coming from the Capital Fund Account - Moved by Arla McPeek, Support by Jim Muzzin, Motion approved unanimously.
 - iii. Arla notes that the Quiet Study Rooms will be repainted this Saturday with hospital grade paint. Additionally, the Brighton Rotary will have a service project on 4/23 to help pick up our grounds. The next big project will be making our conference room and maker space.
 - c. Policy and Personnel - No Report
 - d. Fundraising - No Report
 - e. Marketing and PR - No Report
4. Board Comments:
- a. Caitlyn - The laser leveler they borrowed from The Library of Things saved their home project.
 - b. Patrick - No comment
 - c. Jim - Invites Arla to bring shortbread to every meeting
 - d. Arla - Appreciates the kind words on the cookies, and admits they were intended to be gluten-free for her friend, but she added regular flour.
 - e. Dan - No Report
 - f. Jordan - No Report
 - g. Motion to Adjourn -Jim Muzzin, support by Caitlyn Perry Dial

Meeting Adjourned - 7:47 pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, March 5, 2024

Attendees

Jordan Genso
James Muzzin
Caitlyn Perry Dial
Daniel Huth
Arla McPeck
Patrick McDonald
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No report
2. Director's Report -
 - a. Cleaning company contract is coming. Cindy is not recommending re-upping the contract. Recommendation would be to hire internally once again.
 - b. Sealing Parking lot either 7/6 or 7/7, or 7/13. Recommendation would be to close the facility that day.
 - c. Herbst's are inquiring about a trailhead to the Land Preserve. Could be up to \$40,000.
 - i. There could be savings due to an engineer who has recently joined the Land Conservancy Board.
 - ii. The Board is in favor of pursuing the conversation further, with possible naming rights for 50% contribution.
 - d. There was additional discussion about the nature of our relationship to the Land Preserve.
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-012 To approve the payment of bills based on claims docket dated 3/5/2024 in the amount of \$37,990.93 - moved Jim Muzzin, seconded Caitlyn seconded. Motion Carried.
 1. 1/3 for TLN for quarterly charges
 2. Patrick inquired about downtown storage. Cindy said it was for archival storage of historical documents.

3. Jordan asked about "Thumping Noise"
 - a. Cindy said a wire was loose and hitting against the HVAC.
 - b. Building: Arla McPeek
 - i. No formal meeting
 1. Group is moving ahead with materials. The committee has okayed Castle Oak for cabinet color, and are narrowing down countertop materials. Flooring decisions will be coming soon.
 2. Meeting Monday @ 4:30
 - c. Policy and Personnel - Cindy says 400s have been sent to the attorney, committee meeting in April
 - d. Fundraising - No Report
 - e. Marketing and PR - Dan Huth
 - i. Dan updated the Board from their meeting earlier this evening. He ran down the list of characters for our new "See You at the Brighton District Library" campaign. The Board will be presented with an update at the next meeting. There are a lot of great opportunities to blanket the community with this initiative.
4. Board Comments:
 - a. Caitlyn - No Comment
 - b. Patrick - No Comment
 - c. Jim - Notices Cindy's Friday memo is longer on Saturday
 - d. Arla - No Comment
 - e. Dan - Shared a list of Inclusive books formulated by Kasey Hilton from Arc Livingston. 88% could be found on the TLN network, and 31% could be found directly at BDL. Dan was happy that our patrons have access to so many diverse resources for their families.
 - f. Jordan - No Comment
 - g. Motion to Adjourn - Arla, Jim Seconded
 - h. Meeting Adjourned - 8:03

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, April 2nd, 2024

Attendees

Jordan Genso

James Muzzin

Caitlyn Perry Dial

Daniel Huth

Arla McPeek

Patrick McDonald

Kathryn Poppy Wagner

Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No report
2. Director's Report -
 - a. We are now using in-house cleaning and maintenance by hiring Kevin.
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-017: To approve the payment of bills based on claims docket dated 04/02/2024 in the amount of \$33,324.71 - Jim Moved, Kathryn seconded, resolution moved
 - ii. Finance committee met this evening, and recommended the purchase of a CD through Flagstar.
 - iii. 24-018: To approve the purchase of a CD not to exceed 1 year for \$250,000.00 from Flagstar Bank of Brighton with the funds coming from the Library's General Fund Balance , resolution moved. Jim moved, Arla seconded. Resolution passed.
 1. Patrick raised questions on alternatives
 - b. Building: Arla McPeek
 - i. No meeting
 - c. Policy and Personnel - Meeting April 16th
 - d. Fundraising - Cindy and Caitlyn

- i. Resolution 24-019: To approve the proposal from Pewabic Pottery for design services to create a mural for the Library's fireplace at a cost not to exceed \$3,000 with funds coming from the Capital Fund. Caitlyn moves, Arla seconds. Resolution passes
 - 1. Will ask for staff input for the next meeting.
 - 2. Funds for the design already exist in earmarked funds.
 - 3. Caitlyn notes that this is part of the campaign for Brighton Room updates
 - 4. Jordan wonders if there is any opportunity to design anything in-house first.
 - a. Cindy said staff will have a chance for input on ideas.
 - e. Marketing and PR - Dan Huth
 - i. No Report
- 4. Board Comments:
 - a. Caitlyn - No Comment
 - b. Patrick - No Comment
 - c. Jim - No Comment
 - d. Arla - No Comment
 - e. Dan - No Comment
 - f. Jordan - No Comment
 - g. Kathryn - No Comment
 - h. Cindy noted that we are still waiting on floor samples for the staff breakroom and kitchen
 - i. Motion to Adjourn - Caitlyn Motioned, Poppy seconded.
 - j. Meeting Adjourned - 8:00

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, May 7th, 2024

Attendees

Jordan Genso
James Muzzin
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Cindy Mack - Director

Agenda

Call to Order 7:31

Approval Of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No Report
2. Director's Report -
 - a. Goyette was back for the humidifier and alarm. We have a new technician named Ben. He is very young, but is putting a lot of time into learning our system. We are still within our budget.
 - b. The library also has to have the backflow tested every year, and one of the main ones failed. Goyette will have to come and rebuild it. Cost should not be a concern.
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-023 - To approve the payment of bills based on claims docket dated 05/07/2024 in the amount of \$53,278.15; Jim motions, Arla supports. Motion Carries
 1. Jim points out Goyette bills
 2. Jim highlights payroll savings
 3. Jennifer and Cindy are going to San Diego for ALA conference
 - a. Jordan asked about the process for deciding which staff attends conferences. Cindy says they try to rotate as much as possible
 - b. Jennifer's conference costs are covered by a grant
 - ii. Resolution 24-024: To accept the quote provided by UTEC, dated May 1, 2024, and approve the commencement of a five-year copier leasing contract with them. Arla motions, Caitlyn supports. Motion passes
 1. Ed provided a summary of the bids for the Board.

- a. We are currently at the end of our 5-year contract with UTEC.
 - b. Ed solicited quotes for a new 5 year contract from UTEC, Image Tech, and Millennium Business Systems. These bids include a monthly rent charge, a number of included color and b/w images, and the overage rate.
 - c. Each company was asked about alternative fax solutions. Image Tech and UTEC offered eGoldFax, which is a service managed entirely through the copier. By switching to eGoldFax and canceling the 2 POTS lines, we should save \$36/month.
 - d. The recommendation to renew with UTEC is the lowest overall cost option. The library has also been satisfied with the machines and service from the company.
- b. Building: Arla McPeek
 - i. Garden club worried about the amount of mulch needed. Cindy notes they are well within budget
 - c. Policy and Personnel -No Report, they will be meeting in May
 - d. Fundraising - No Report
 - i.
 - e. Marketing and PR - Dan Huth
 - i. No Report
4. Board Comments:
- a. Caitlyn - No Comment
 - b. Jim - No Comment
 - c. Arla - No Comment
 - d. Dan - No Comment
 - e. Jordan - Mentioned some unique ideas for adult programming
 - f. Motion to Adjourn - Caitlyn motioned, Jim supported
 - g. Meeting Adjourned - 8:00

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, June 4th, 2024

Attendees

Jordan Genso
James Muzzin
Daniel Huth
Arla McPeek
Patrick McDonald
Cindy Mack - Director

Agenda

Call to Order 7:30

Public Comments

Old Business

New Business

1. Presidents Report - No Report
2. Director's Report -
 - a. Patron called the police regarding allegations of someone accessing their hotspot remotely. Police calmed the situation. Another patron reported harassment by this patron.
 - b. Cindy is heading up to the UP for niece's graduation. She will be off Friday and Monday.
 - c. Goyette was called for a small pvc pipe leak in the boiler room.
3. Committee Updates
 - a. Budget and Finance: Jim Muzzin
 - i. Resolution 24-027 To approve the payment of bills based on claims docket dated 06/04/2024 in the amount of \$45,994.05 Patrick Supports, Motion passes.
 1. Jim highlights summer brochure expenditure as well as \$5,000 for the 457 savings and \$4,500 for the food lot. Also the Cooper bill was \$1,300.
 - ii. Arla moves Resolution 24-028: To approve allocating \$50,000 from the Library's Capital Fund to convert the Library's Conference Room into a Makerspace Lab. Jim supports. Motion passes.
 1. Cindy highlighted the reasons to create the lab, including:
 - a. It will be a place for people to gather and be creative.

- b. The space will have such items as 3D Printers, computer programming tools, video conversion tools, etc.
 - c. Offers patrons hands-on opportunities with equipment they may not otherwise have access to.
 - d. A space like this further enhances the Library's mission to embrace lifelong learning. We also want to embrace creativity and innovation.
- 2. Room would be laid out as cabinetry, movable table and chairs, and sound proofing.
 - 3. Scheduling would be a hybrid of open lab and scheduled time.
 - 4. The request would include cabinets, furniture, and technology.

- b. Building: Arla McPeek
 - i. No Report outside of the resolution above.
- c. Policy and Personnel - No Report
- d. Fundraising - No Report
- e. Marketing and PR - Dan Huth
 - i. No Report

4. Board Comments:

- a. Jim - No Comment
- b. Arla - When is Relax in the Stacks? Cindy asked Trustees to check their calendars for availability for Fridays in September.
- c. Dan - No Comment
- d. Jordan - Will be moving to Hartland, will not be running for re-election.
- e. Patrick - No Comment
- f. Motion to Adjourn - Jim, Arla supports
- g. Meeting Adjourned - 8:03

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, August 6, 2024

Attendees

Jordan Genso
James Muzzin
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Patrick McDonald
Cindy Mack - Director

Agenda

Call to Order 7:31

Approval Of Minutes - No Minutes to Approve

Old Business

New Business

1. Presidents Report - No report
2. Director's Report -
 - a. Kristine and Cindy are working on the budget
 - b. Planning and fundraising met tonight to firm up plans. Will report at the Board Meeting
 - c. Makerspace items have all been ordered. Chairs due in October. We will look good for Relax in the Stacks, though not all furniture has been
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-036: To approve the payment of bills based on claims docket dated 08/06/2024 in the amount of \$89,792.17
 1. Jim motions, Caitlyn supports, motion carries

- a. Jim notes there was payment made for the kitchen.
 - ii. Resolution 24-037: To approve the purchase of a CD not to exceed one year for \$200,000 from Old National Bank of Brighton with the funds coming from the Library's General fund balance.
 - iii. Jim motions, Arla supports, motion carries
 - 1. We were quoted a 4.52% 1 yr rate from Old National
 - 2. Patrick wonders if we have enough financial backing with this institution. Cindy and Jim relay confidence
 - iv. Budget discussion: Director Mack provided a very thorough update on the state of the 2025 budget.
 - v. The Budget Committee will meet September 3
 - b. Building: Arla McPeek -
 - c. Policy and Personnel -
 - d. Fundraising -
 - i. Talked about year-end appeal, more to come next meeting
 - 1. Focus on mural
 - ii. Relax in the Stacks, plan and food
 - e. Marketing and PR - Dan Huth
 - f. Evaluations: Still need some more
4. Board Comments:
- a. Caitlyn - No Comment
 - b. Patrick - No Comment
 - c. Jim -
 - d. Arla - No Comment
 - e. Dan -
 - f. Jordan - No Comment
 - g. Motion to Adjourn - Caitlyn, Jim supports
 - h. Meeting Adjourned - 8:22 pm

Respectfully Submitted by:

Daniel Huth - Secretary

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

Brighton District Library Committee Meeting

Tuesday, October 1, 2024

Attendees

James Muzzin
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - Sept. 17, 2024

Motioned: Caitlyn

Seconded: Jim

Approved

1. Presidents Report - No Report
2. Director's Report - No Friday Update this week.
3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-048: To approve the payment of bills based on claims docket dated 10/01/2024 in the amount of \$41,764.59
 1. Jim Muzzin Motions, Dan Huth Supports
 2. Motion Approved
 - b. Building: Arla McPeek - No Report
 - c. Policy and Personnel - No Report
 - d. Fundraising: Caitlyn Perry Dial - No Report
 - e. Marketing and PR - Dan Huth

Old Business

New Business

4. Maker Space:

- a. Proposed by Director Mack, guidelines for the Makerspace almost directly from the lawyer with the small change of making parents sign for those under 18.
 - b. Caitlyn asks why we will be having someone sign a liability waiver.
 - i. Brings up the point that it is a potential barrier between us and the community.
 - ii. Director Mack says that it is recommended practice from our lawyer, plus something being done by other libraries.
 - c. Director Mack is recommending pushing the adoption of the guidelines until the 10/15 meeting after seeking feedback from staff and the attorney.
 - i. Committee approves tabling until 10/15.
5. Open Board Positions:
- a. Discussion of how many candidates to interview.
 - i. The board reached consensus on interviewing all 5 candidates who submitted applications.
 - b. Caitlyn Perry Dial presents Motion 24-049 to change the time of the 10/15 trustee meeting to 6:30 pm.
 - i. Jim Muzzin supports
 - ii. Motion Passed
6. Board Comments:
- a. Caitlyn Perry Dial- No Comment
 - b. Jim Muzzin- No Comment
 - c. Arla McPeek- No Comment
 - d. Dan Huth - No Comment
 - e. Motion to Adjourn - Jim Muzzin motions, Caitlyn Perry Dial seconds
 - f. Meeting Adjourned - 7:59 pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, November 5, 2024

Attendees

James Muzzin
Patrick McDonald
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Lyndsay Wing
Devin Steele
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - October 15, 2024

- A. Motioned: Patrick McDonald
- B. Seconded: Caitlyn Perry Dial with friendly amendment to strike Jordan Genso from the minutes
 - a. Jim Muzzin asked to strike Jordan Genso's name from the minutes as it is not our practice to name the public.
- C. Approved
 1. President's Report - Ensuring we have a quorum on 11.26
 2. Director's Report - The final project for the digitization project will be \$2300 higher than approved, but will be offset with funds for the Brighton Room
 - a. Recommends canceling 12.3 meeting.
 3. Committee Updates
 - a. Budget and Finance:
 - i. Resolution 24-056: To approve the payment of bills based on claims docket dated 11/05/2024 in the amount of \$60,119.89
 1. Jim Muzzin Motions, Caitlyn Perry Dial supports
 - a. Jim points out the reimbursements for the Friends book sale for safe money handling services.

2. Motion Approved

- b. Building: Arla McPeek - No Report
- c. Policy and Personnel: Patrick McDonald - No Report
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No Report

Old Business

New Business

- 4. Cancellation of the 12.3 Meeting
 - a. Resolution 24-057: To cancel the December 3, 2024 Board Meeting
 - i. Caitlyn Perry Dial Motions, Patrick McDonald supports.
 - ii. Motion Approved
- 5. Board Comments:
 - a. Caitlyn Perry Dial - Welcome to new members
 - b. Jim Muzzin-Encourages new members to ask questions and slow us down if questions arise.
 - c. Arla McPeek- Welcome
 - d. Dan Huth - Welcome to the New members
 - e. Patrick McDonald - Welcome to the New Members
 - f. Devin Steele- Thank you for appointment
 - g. Lyndsay Wing - Thank You for appointment
 - h. Motion to Adjourn - Caitlyn Perry Dial Motions, Jim Muzzin seconds
 - i. Meeting Adjourned - 7:43 pm

Respectfully Submitted by:

Daniel Huth - Secretary