

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**January 16, 2024**

**CALL TO ORDER:** The meeting was called to order by President Jordan Genso at 7:30 p.m.

**ATTENDANCE:** Caitlyn Perry Dial, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin; Kathryn Poppy Wagner arrived at 7:45 p.m.

Absent: Arla McPeek

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Teen Librarian Kate Wheeler, Diana Dart

Public: Theo Dial

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Patrick McDonald and seconded by Dan Huth to approve the Board meeting minutes from December 19, 2023 and the Board Committee meeting minutes from January 2, 2024. Motion carried.

**STAFF REPORT:** Teen Librarian Kate Wheeler highlighted the programs and collection development provided to middle school through high school students. She presented a vast array of program and events aimed at attracting various age groups and interests including activities for adult-teen partnership. The Writer's Workshop hosted by Mike Ball is a very popular program that attracts students from public, private, charter, and homeschooling groups. A Battle of the Books is held each spring by partnering with the Brighton Scranton Middle School where teams of students compete for prizes. Trustee Caitlyn Perry Dial commented on the relevance of teen programming where they are welcomed and safe. Diana Dart added that Kate Wheeler is an outstanding resource for understanding teen motivation. Cindy Mack affirmed her confidence in Kate Wheeler to expertly and appropriately develop the teen materials collection and communicate with parents if necessary.

**PRESIDENT'S REPORT:** President Genso referred the Trustees to the New Business section of the Agenda and stated that he was looking forward to reviewing the new Committee assignments with the Board. He applauded the selections and appreciates both the consistency of returning Committee members and the fresh outlook of new Committee members.

**DIRECTOR'S REPORT:** Following updates on the HVAC system, emergency battery back-up system, and painting projects, Director Mack announced plans for the Building/Technology Committee to meet before the next Board meeting on February 6, 2024, to review the bids for the Library's two kitchen remodels. The goal is to bring a recommendation to the Board at the general Board meeting to move forward with scheduling the projects.

Applications have been received for a full-time Marketing and Public Relations Librarian and are being reviewed by staff. In addition, Director Mack announced the return of Sarah Perry to the Youth Services Department after a several year absence. Sarah fills the vacancy left by the retirement of long-term employee Margaret Vergith.

Department Heads, Jennifer Osborne, Laurie Walters, and Kate Wheeler will present their 2024 funding requests to the Friends of the Brighton District Library during the Friends' February 6, 2024 meeting. It is anticipated that the organization will provide \$20,000.00+ for programming and special projects. The Friends' assets are earned through donations, the sale of memberships, and their Used Book Sales held in the spring and fall of each year.

Library Assistant Director Ed Rutkowski continues to work with Local History and Genealogy Librarian Jordan Sprunger to prepare the contents of the scanned Livingston County Press & Argus newspaper collection for the Library's website. Due to the deteriorated condition of the oldest editions, some of the digitalized copies can be difficult to read. Further study of this issue will be ongoing.

Much of the FY2023 audit will take place virtually. Library Accountant Kristine Kerttu has been submitting the required scanned documents. The single day of on-site work by the auditors will occur in the next few weeks with the final report to the Board presented in March or April.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 24-006:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated January 16, 2024 in the amount of \$35,323.62. Motion carried.

Major expenses were attributed to the payment of payroll tax deductions and the renewal of the Library's large print subscription.

**RESOLUTION 24-007:** Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated December 21, 2023 in the amount of \$47,879.75, and of payroll checks dated January 4, 2024 in the amount of \$45,580.00. Motion carried.

**NEW BUSINESS:** Updated Board contact information and 2024 Committee assignments were provided in the Board packets. Trustees were asked to review the information and notify Cindy Mack with any questions or corrections. Trustee Kathryn Poppy Wagner inquired about access to updated versions of the Board Policy Manual and the Emergency Procedures Manual. Director Mack will scan copies to Board members in the coming weeks. While reviewing the meeting schedule, Cindy provided an overview of her memo regarding the goals and priorities of each Committee. Proposed meeting dates are based on need and internal deadlines. If need be, they can be revised according to member availability.

**BOARD COMMENTS:** Dan Huth was excited about checking out his first vinyl record, complimenting the addition of this collection to the Library's materials. Caitlyn Perry Dial was invited to speak as a Library Trustee on the importance of state funding to public libraries at the Michigan Library Association's April 16, 2024 meeting held on Michigan Library Advocacy Day. Unfortunately, she is unavailable. Patrick McDonald wished everyone a happy new year. Jordan Genso complimented the Brighton District Library Board organization model and utilized it to organize his professional management team.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to adjourn the meeting at 8:09 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday, February 6, 2024

Board Meeting – 7:30 p.m., Tuesday, February 20, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**February 20, 2024**

**CALL TO ORDER:** The meeting was called to order by President Jordan Genso at 7:30 p.m.

**ATTENDANCE:** Jordan Genso, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Kathryn Poppy Wagner  
Absent: Caitlyn Perry Dial  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Outreach Librarian Vickie Weyand, 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:** (Correction to the January 16, 2024 minutes by Kathryn Poppy Wagner to remove Arla McPeek's name from those attending the meeting.) Moved by Kathryn Poppy Wagner and seconded by Arla McPeek to approve the Board meeting minutes from January 16, 2024 and the Board Committee meeting minutes from February 6, 2024. Motion carried.

**STAFF REPORT:** Outreach Librarian, Vickie Weyand, introduced herself and reviewed her credentials and experience informing the Trustees about her vast community connections. She launched into an extended list of her current responsibilities emphasizing the projects that take her outside the building: *Community Connect* sponsored by the Livingston County United Way; interacting with the Brighton Area Schools; the Library's Homebound Delivery service; *Books and Brews*, a book club held at Brewery Becker; the Brighton District Library booth at the local Farmer's Market; and the Adult Storytime for adults with disabilities, her personal passion. In addition, she manages a portion of the collection development, arranges adult programming, provides the six assisted living facilities in the Library District and the Alzheimer's Association with information about the Library's memory and sensory kits and about the special services for the homebound population.

Following the presentation, Board members commented on the variety of the residents being targeted and on the number of locations in the community where the Library is making an impact. All were impressed with Vickie Weyand's energy and the diversity of her assignments.

**DIRECTOR'S REPORT:** Director Mack has secured two outstanding references for Fairview Construction from both Corewell Health and DMC regarding the Library's kitchen renovation projects. Jim Muzzin interjected that recently he received an unsolicited and extremely positive review of Fairview Construction during a chance meeting. The Building Committee met before the meeting tonight and is ready to move forward. Cindy Mack, Jennifer Osborne, Head of Adult Services, and Committee Chairperson, Arla McPeek, have scheduled a meeting with the Project Coordinator, Craig Duppong, at the cabinet maker's on February 21<sup>st</sup> to discuss design elements.

The Quiet Study Rooms were repainted on February 10<sup>th</sup> and 11<sup>th</sup> as planned. However, the A/B Room and the Conference Room painting projects have been moved to May 16<sup>th</sup> and 19<sup>th</sup> due to scheduling conflicts.

The Director produced drawings of three of the avatars that will be featured in the 2024/2025 marketing campaign, *See Yourself at Your Library*. A May kickoff is planned with the goal of educating our patrons and the community about the vast array of services, programs, and materials offered at the Library.

OrangeBoy is replacing our current marketing software, Mailchimp, to formulate and deliver the March eNewsletter. This new system will provide the Library staff with more analytics from our integrated library system as well as from Hoopla and Overdrive, enabling the management team to make more accurate data-driven decisions.

Aili Weaver, of Maner Costerisan, has reported that the 2023 Audit is complete with no major concerns to relate. Ms. Weaver will present the full audit findings at the March 19, 2024 Board meeting. The Budget and Finance Committee will be receiving an electronic copy to review before that Board meeting.

The Friends of the Brighton District Library have committed \$20,000.00 to sponsor Library programming, plus an additional \$7,037.50 for Creative Bug, Ancestry.com, Mango Languages and Comic Plus this year. Director Mack praised the Friends for the ongoing support of this hardworking volunteer organization.

#### **COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin reviewed the major expenses found in the February docket. Included were the cost of painting seven Quiet Study Rooms, Blue Care Network, Goyette Mechanical for repairs to the HVAC system, and the payment of winter tax revenue to Green Oak Township and Northfield Township.

**RESOLUTION 24-010:** Moved by Chairperson Muzzin and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated February 20, 2024 in the amount of \$127,963.96. Motion carried.

**RESOLUTION 24-011:** Moved by Chairperson Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated January 18, 2024 in the amount of \$46,664.58, and of payroll checks dated February 1, 2024 in the amount of \$48,604.32, and of payroll checks dated February 15, 2024 in the amount of \$48,597.67. Motion carried.

**BUILDING & TECHNOLOGY:** Chairperson Arla Mc Peek reported her great satisfaction with the progress being made on the kitchen renovation projects. She is looking forward to meeting at the cabinet maker's tomorrow.

**PUBLIC RELATIONS COMMITTEE:** Chairperson Dan Huth reminded Committee members about their meeting on Tuesday, March 5 where they will be discussing the launch of the marketing campaign.

**POLICY & PERSONNEL COMMITTEE:** Chairperson Kathryn Poppy Wagner expressed her gratitude to Director Mack for the electronic updated version of the Library's Emergency Manual. She was impressed by the amount of detail and the careful consideration of the contents.

**BOARD COMMENTS:** Jim Muzzin reiterated his amazement at the number of people being influenced outside of the Library building through initiatives created and managed by Outreach Librarian, Vickie Weyand. Arla McPeek expressed that Vickie Weyand is an outstanding ambassador for the Library. Kathryn Poppy Wagner commented on the impressive materials and services available to people with cognitive impairment.

**ADJOURNMENT:** Moved by Jim Muzzin and seconded by Patrick McDonald to adjourn the meeting at 8:02 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

#### **NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday, March 5, 2024

Board Meeting – 7:30 p.m., Tuesday, March 19, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**March 19, 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, Kathryn Poppy Wagner

Absent: None

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Auditor Ailie Weaver, Diana Dart

Public: None

**APPROVAL OF AGENDA:** Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Arla McPeek and seconded by Patrick McDonald to approve the Board meeting minutes from February 20, 2024 and the Board Committee meeting minutes from March 5, 2024. Motion carried.

**AUDIT PRESENTATION:** Director Cindy Mack introduced Ailie Weaver, auditor from the accounting firm of Manor Costerisan, who guided the Board through the 2022-2023 audit report detailing the process and answering the questions put forward by Board members. A lengthy, in-depth discussion followed Ms. Weaver's declaration that the Library earned a "clean opinion," the best rating possible. As in previous years, there were no recommendations or findings and the audit was considered well executed and unmodified. Topics for future investigation by Board Committees include reviews of investment strategies and of internal financial controls/policies. Ms. Weaver complimented the Board's fiscal responsibility and declared the Library to be in solid financial health. She also acknowledged the outstanding working relationship that the auditing team enjoys with Director Cindy Mack and Library Accountant Kristine Kerttu.

Board Treasurer, Jim Muzzin, thanked Ms. Weaver for her clear explanation of the findings. Additionally, he commended the preparation work completed by Cindy Mack and Kristine Kerttu.

**RESOLUTION 24-015:** Moved by Jim Muzzin and seconded by Arla McPeek to accept the Fiscal Year 2022-2023 audit as presented. Motion carried.

**STAFF REPORT:** Ed Rutkowski thanked Arla McPeek for the delicious homemade cookies she brought to the meeting.

**DIRECTOR'S REPORT:** Cindy Mack and the Building Committee are anticipating the arrival of floor samples before final selections are made for the kitchen renovations. The hope is to schedule the projects in the next few weeks.

Brighton MOD Pizza is hosting a fundraiser to benefit the Library on Thursday, April 11. The Library will receive a portion of the sales made that day. The proceeds will, once again, be designated to fund enhancements to Miss Carla's Reading House. Last year a similar event resulted in a \$200.00 donation for this purpose.

The Library has incurred several expenses for service contracts and major repairs during the last few months of the fiscal year. It is anticipated that these expenses will even out and should not affect the budget process in the long run.

The Director announced that as a result of the reorganization of the maintenance staff, a Custodian/Handyman has been hired and will begin his duties on Monday, March 25. Director Mack is very optimistic that this restructuring will better meet the Library's needs.

Cindy Mack will be on vacation from Thursday, March 21 through Sunday, March 31. Friday Updates will not be issued on March 22 or March 29. Assistant Director Ed Rutkowski will be the point of contact during that time.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin reminded the Board that tax distribution payments to Green Oak Township accounted for the substantial increase in expenses on the March 19, 2024 claims docket.

**RESOLUTION 23-013:** Moved by Chairperson Muzzin and seconded by Kathryn Poppy Wagner to approve the payment of bills based on the claims docket dated March 19, 2024 in the amount of \$445,144.05. Motion carried.

President Jordan Genso inquired about the Library's policy regarding check preparation. Is there an existing accounting policy? Should all checks be countersigned? What is the threshold amount requiring a countersignature? Jim Muzzin and Cindy Mack joined the conversation suggesting further investigation and action. Director Mack will follow-up with the appropriate professionals and report back to the Board.

**RESOLUTION 23-014:** Moved by Chairperson Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated February 29, 2024 in the amount of \$49,723.74, and of payroll checks dated March 14, 2024 in the amount of \$50,855.94. Motion carried.

**PUBLIC RELATIONS COMMITTEE:** Chairperson Dan Huth directed Trustees to the Board packet and to a description of the Library's new Engagement Campaign. He showed the sketches of the characters/avatars (produced by Teen Librarian Kate Wheeler) that will be used to promote Library programming and services during the year-long advertisement push. The Committee will be meeting soon to finalize plans for the launch in May.

**NEW BUSINESS:** Director Mack reviewed a grant representing the amount available for distribution from the Brighton District Library Endowment Fund managed by the Community Foundation for Southeast Michigan (CFSEM). The amount is based on the interest earned during 2023. Cindy Mack recently attended an informational meeting to explore the history of the CFSEM and to bring questions to the Board about future plans for the Library's Endowment Fund. Professional fund developer and Trustee Caitlyn Perry Dial led a brief question-and-answer period about endowment funds in general and the Library's endowment fund specifically. Director Mack will bring this to the Planning and Fundraising Committee for future exploration.

**RESOLUTION 24-016:** Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,347.00 and retain those dollars in the Brighton District Library Endowment Fund. Motion carried.

Calling attention to the Library Engagement Campaign document in the Board packet, Director Mack highlighted the main points of the multi-media marketing plan. The strategy is designed to raise awareness of the Brighton District Library specifically and to promote libraries in general. Cindy Mack described the promotion month-by-month commencing with the May 2024 launch in the Library's Summer Newsletter and at the Library's visibility booth at the Brighton Farmers' Market and culminating with a finale event during National Library Week in April 2025. Additionally, a Relax in the Stacks event for supporters of the Library will be held in September.

**BOARD COMMENTS:** Patrick McDonald congratulated the Board and staff for a successful audit. Dan Huth's daughters enjoyed Youth Librarian Natalie Haggard's programs. Kathryn Poppy Wagner appreciated the learning environment that permeated the meeting. Jim Muzzin commented on the forty-minute review of the audit. Curiosity and persistence were observed and appreciated. Arla McPeck understands more about the Endowment Fund and looks forward to learning more. Jordan Genso queried Ed Rutkowski about the database sessions information in the Library's Statistical Report. Ed Rutkowski will follow-up with a detailed email explaining the procedure.

**ADJOURNMENT:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:59 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday April 2, 2024  
Board Meeting – 7:30 p.m., Tuesday, April 16, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**April 16, 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  
Kathryn Poppy Wagner  
Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Jennifer Osborne, 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 Kathryn Poppy Wagner to approve the Board meeting minutes from March 19, 2024 and the Board Committee meeting minutes from April 2, 2024.  
Motion carried.

**STAFF REPORT:** Jennifer Osborne, Head of Adult Services, provided an overview of the Library's new analytical software, OrangeBoy. It replaces Mailchimp, an email marketing platform. OrangeBoy provides analytics from our integrated library system as well as from Hoopla and Overdrive, enabling the management team to make more accurate data-driven decision. Osborne presented examples of the information/statistics collected in March and April 2024 and explained its email targeting capabilities. She gave examples of two current email campaigns. The first Targeting new Library card holders and the second targeting those patrons with expired cards. She noted the personal nature of the outreach and the positive response rate.

Director Mack indicated that the Friends of the Brighton District Library, in addition to their annual contribution for programming, donated \$7,000.00 this fiscal year for electronic resources. The escalating demand for digital services will be taken into consideration during the next budget process.

**PRESIDENT'S REPORT:** Board President, Jordan Genso, suggested expanding our program offerings to Friday and Saturday evenings.

**DIRECTOR'S REPORT:** The Library Engagement Committee, led by Cindy Mack and Jennifer Osborne, are putting the final details together for the introduction campaign of *See Yourself at the Brighton District Library* in May.

Director Mack attended the Michigan Library Association's Advocacy Day in Lansing. Mack met with several legislators to discuss a variety of library related topics. She also shared a lengthy conversation with the Library District's Representative, Ann Bolin, who pledged her continuing support. State Senator, Lana Theis, did not attend.

Jordan Sprunger, Local History and Genealogy Librarian, and Assistant Director and Webmaster, Ed Rutkowski, continue to work to make the database of the Argus newspapers available on the Library's website. A projected completion date is June 2024.

Youth and Teen librarians have coordinated with Maltby Intermediate School and Scranton Middle School to hold *Battle of the Books* reading competitions in May. Students compete for prizes based on their knowledge of six books selected in advance. This popular annual event provides an outreach opportunity that targets our younger population and reinforces the Library's relationship with teachers and schools.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin reviewed the major expenses on the claims docket, including the \$250,000.00 transfer of funds to purchase a CD from Key Bank, and offered the following resolutions:

**RESOLUTION 24-020:** Moved by Chairperson Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated April 16, 2024 in the amount of \$310,362.74. Motion carried.

**RESOLUTION 24-021:** Moved by Chairperson Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated March 28, 2024 in the amount of \$49,366.27, and of payroll checks dated April 11, 2024 in the amount of \$51,242.76. Motion carried.

**BUILDING & TECHNOLOGY COMMITTEE:** Chairperson Arla McPeek announced that the Committee will meet after the Board meeting to discuss the selection of finishes and the quote from Fairview Construction for the kitchens renovation project.

**POLICY & PERSONNEL COMMITTEE:** Chairperson Kathryn Poppy Wagner stated that the review continues of Public Policies and Procedures (Section 400) in the Library's Personnel Manual. After careful consideration, several subjects have been addressed. The Committee will meet again in two weeks to finalize a proposal to bring to the Board.

Cindy Mack consulted the Library's auditor, Eilie Weaver, regarding the issue of writing and signing manual checks. Ms. Weaver recommended that checks in the amount of \$5,000.00 or more be wet signed by the Director and a designated Trustee.

**OLD BUSINESS:** Director Mack **has** collected ideas for the fireplace mural from the Library staff and asked for additional suggestions from the Board. Several were offered. Arla McPeek expressed confidence in the designer and the Board agreed.

**NEW BUSINESS:** The Library has received a quote from Advanced Sealcoat of \$6,000.00 to repair and resurface the parking lot. Director Mack is recommending that approval be given due to the positive work history with the company and the 2023 pricing. The project would be scheduled for Saturday, July 6, 2024.

**RESOLUTION 24-022:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the quote from Advanced Sealcoat to repair cracks, reseal, and restripe the parking lot at a cost not to exceed \$6,500.00. Motion carried.

**BOARD COMMENTS:** Dan Huth thanked the Director for the pizza on April 11<sup>th</sup>. Patrick McDonald asked for a legal clarification regarding the payment of Trustees for attending Committee meetings in addition to the stipend paid for attending Board meetings. The Director will contact the Library's attorney and respond. Arla McPeek indicated that the Brighton Garden Club volunteers would resume their work in Millie's Garden this week.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:28 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday May 7, 2024  
Board Meeting – 7:30 p.m., Tuesday, May 21, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**May 21, 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:** Kathryn Poppy Wagner  
**Staff:** Director Cindy Mack, Assistant Director Ed Rutkowski, Kelly Chynoweth, Diana Dart  
**Public:** None

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

**APPROVAL OF MINUTES:** Moved by Jim Muzzin and seconded by Patrick McDonald to approve the Board meeting minutes from April 16, 2024 and the Board Committee meeting minutes from May 7, 2024. Motion carried.

**STAFF REPORT:** Director Mack introduced the newest member of the Youth Services staff in charge of STEAM programming, Kelly Chynoweth. Chynoweth began by displaying the game board that will be used for the Youth Services Summer Reading Challenge participants and answered questions about the registration process. Available to children ages 0-12, the YS Summer Reading Challenge offers opportunities for participants to earn prizes that encourage reading stamina and learning experiences. The prizes are provided by local business sponsors demonstrating their support for the Library and the value of our services. Chynoweth concluded her presentation by describing former and future space-themed STEAM projects featuring NASA ambassadors, robotics, and coding.

**PRESIDENT'S REPORT:** None.

**DIRECTOR'S REPORT:** Director Mack updated the Board on several ongoing projects:

- Repairs to the Backflow Preventer will take place on May 24<sup>th</sup>. The Library will be closed for the day.
- The hot water heater ruptured and needed to be replaced on May 21<sup>st</sup>.
- Plans for the new Makerspace are progressing and will be presented to the Building Committee for their review before being brought to the full Board for approval. The goal is to showcase the project at the *Relax in the Stacks* event in September 2024.
- Kitchen renovations are expected to begin in early June 2024.
- The A/B Meeting Room and the Conference Room were refreshed and repainted May 17<sup>th</sup> - 19<sup>th</sup>.
- Ed Rutkowski and Jordan Sprunger continue to search for a work-around on the Brighton Argus digitization project. Progress is now dependent on the availability of the webmaster to build an interface with the Library website. Unfortunately, this is causing a slowdown.
- The Policy and Personnel Committee was unable to meet tonight before the Board meeting but will complete its work by ZOOM or in person at their meeting on June 4<sup>th</sup>.

The Summer Reading Challenge newsletter, produced by Jennifer Osborne, features the Library's Annual Report and an introduction to the Community Engagement Campaign. It is a masterpiece of marketing and is delivered to all residents of our Library District each spring. Cindy Mack invited the Board to watch for the presence of Library signage, merchandise, programming, and live appearances in the coming year.

The Brighton Garden Club has begun its seasonal stewardship of Millie's Garden. The new and transplanted perennials fared well following the renovation and the garden is, once again, a unique destination thanks to the work of these tireless volunteers.

The Library will be receiving a 3.87% (approximately \$93,000.00) increase in 2024 property tax revenue.

Kristine Kerttu, Library Accountant, and Cindy Mack will be examining various budgetary components before meeting with the Budget and Finance Committee in June to gather feedback to develop an initial 2024-2025 draft budget. As stated in the Board By-Laws, work will continue on the draft budget until it is offered at the August Board meeting for consideration. Director Mack recommends that a budget hearing and vote on the final budget be held at the September 3, 2024 Committee Board meeting, thus allowing timely submissions of the L4029 forms to the local governing entities.

#### **COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin went over some of the major expenses that included Brighton Township property tax charge-backs, payroll and HR related expenses, the recent painting projects, and repairs to the sprinkler and backflow systems.

**RESOLUTION 24-025:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated May 21, 2024 in the amount of \$54,563.65. Motion carried.

**RESOLUTION 24-026:** Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated April 25, 2024 in the amount of \$51,475.60, and of payroll checks dated May 9, 2024 in the amount of \$50,732.06.

**BUILDING & TECHNOLOGY COMMITTEE:** Led by Chairperson Arla McPeek, the Committee will meet on June 18<sup>th</sup> before the Board meeting.

**PUBLIC RELATIONS COMMITTEE:** Led by Chairperson Dan Huth, the Committee has no meetings scheduled.

**POLICY & PERSONNEL COMMITTEE:** Led by Kathryn Poppy Wagner, the Committee will meet on June 4<sup>th</sup> before the Board Committee meeting.

**BOARD COMMENTS:** None offered.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:00 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

#### **NEXT MEETINGS:**

Committee Meeting – 7:30 p.m., Tuesday, June 4, 2024

Board Meeting – 7:30 p.m., Tuesday, June 18, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**June 18, 2024**

**CALL TO ORDER:** The meeting was called to order by President Jordan Genso at 7:32 p.m.

**ATTENDANCE:** Caitlyn Perry Dial, Jordan Genso, Daniel Huth, Arla McPeek, James Muzzin. Patrick McDonald arrived at 7:40.

Absent: Kathryn Poppy Wagner

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Kate Wheeler, Diana Dart

Public: None

**APPROVAL OF AGENDA:** Moved by Arla McPeek and seconded by Caitlyn Perry Dial 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 May 21, 2024 and the Board Committee meeting minutes from June 4, 2024. Motion carried.

**STAFF REPORT:** Teen librarian, Kate Wheeler, appeared before the Board to report on the Teen Summer Reading Challenge. She distributed the participant handout that details the many opportunities to earn “badges” by reading, completing activities, writing book reviews, etc. Weekly prizes are awarded for each badge earned along with the chance to win major prizes at the end of the Challenge. To date, 44 participants have registered over 3,000 minutes of reading. Based on past years, Wheeler expects 100+ teens to participate in the Challenge this summer. To aide with the many tasks attached to the Youth Service, Teen, and Adult Service summer activities, Wheeler also trains and supervises 27 tweens and teens in the Junior Volunteer Program.

**PRESIDENT’S REPORT:** President Genso announced the formation of a Board Committee to oversee the annual evaluation of the Library Director. Arla McPeek will serve as Chairperson with Caitlyn Perry Dial serving as Assistant Chairperson. The final report will be presented in August.

**DIRECTOR’S REPORT:** Director Mack presented the proposed revisions to Section 400: Public Policies and Procedures, of the Library’s Personnel Manual. The full Board has been tasked with the final review of the proposals which will be voted on at the July 16th Board meeting.

The renovations to A/B and staff kitchens are expected to begin in July. The architect’s hospitalization has caused a delay in the start date. More information is expected this week.

“Inspo-Lab” is the name chosen for the new digital makerspace slated to inhabit the former Board Room in the fall. The Building and Technology Committee will schedule a meeting to consider selections for the finishes.

Mack is pleased to announce the replacement for retiring Outreach Librarian, Vickie Weyand. She has been an integral part of the Library team and her enthusiasm and diligence will be sorely missed. Andrew Puente is a former employee who worked here during the completion of his MLIS degree. He has since gained experience as an Outreach Librarian and will make a proven addition to the staff.

The Fundraising Committee will have a brief meeting at the conclusion of the Board meeting to determine the date and the caterer for the *Relax in the Stacks* donor recognition event slated for September.

The Library will be closed on Thursday, July 4<sup>th</sup> for the Independence Day holiday and on Saturday, July 6<sup>th</sup> for parking lot repairs and resealing.

## **COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin briefly presented the major expenses on the June 18, 2024 docket, including a Blue Care Network health insurance premium and property tax reimbursement to the Salem-South Lyon District Library.

**RESOLUTION 24-029:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 18, 2024 in the amount of \$48,074.23. Motion carried.

**RESOLUTION 24-030:** Moved by Chairperson Jim Muzzin and seconded by Arla McPeek to approve the payment of payroll checks dated May 26, 2024 in the amount of \$50,509.82, and of payroll checks dated June 6, 2024 in the amount of \$50,596.52.

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin announced that the Committee met to discuss the distribution of the \$93,000.00 increase in property tax revenue and the salary and hourly staff wage increases in the FY 2024/2025 budget.

**BUILDING & TECHNOLOGY COMMITTEE:** The Committee is tracking the progress of three building projects, Chairperson Arla McPeek reported. The “Inspo-Lab” digital makerspace venture is underway with input from a committee of staff. Final selections of the finishes will be determined at the next meeting. It is anticipated that the kitchen renovations will begin in July.

**NEW BUSINESS:** The latest project under consideration is the construction of a trailhead connecting the Library grounds to the walking path located on the adjoining Parker Preserve. Initial input regarding the cost of the plan suggested that a significant financial investment would be required. Director Mack is recommending sending out a Request for Proposal to provide an accurate estimate and/or a less costly alternative.

**RESOLUTION 24-031:** Moved by Arla McPeek and seconded by Dan Huth to approve the Parker Preserve Trail Development Request for Proposal. Motion carried.

Director Mack requested feedback from the Board about the initial draft of the Pewabic tile fireplace mural. The overall response was positive and included inquiries about the design details, coloration, tile size, and composition. Mack will discuss these modifications with the artist. The historic art installation will be the centerpiece of the 2024-2025 Annual Appeal fundraiser with completion expected next year.

**BOARD COMMENTS:** Jim Muzzin attended Summerfest at the Library last Saturday and was impressed by the crowd size, the variety of activities, and the positive publicity generated by the event. Dan Huth picked up his “A BOOK LOVER LIVES HERE” yard sign and endorsed the Prize Patrol promotion.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

## **NEXT MEETINGS:**

Board Meeting – 7:30 p.m., Tuesday, July 16, 2024

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**July 16, 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 Caitlyn Perry Dial and seconded by Patrick McDonald 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 June 18, 2024. Motion carried.

**PUBLIC COMMENTS:** None

**PRESIDENT'S REPORT:** None

**STAFF REPORT:** None

**DIRECTOR'S REPORT:** A letter of resignation from Trustee Kathryn Poppy Wagner was regrettably accepted by Director Mack. Her departure from the Board will be effective on September 16, 2024. Numerous comments from the Board and the Library administration praised Poppy Wagner for her contribution during her ten-year tenure.

Library accountant, Kristine Kerttu, and Cindy Mack will present a draft budget for FY 2024-2025 at the August 3<sup>rd</sup> Board Committee meeting. Further discussion of the budget will take place at the August 17<sup>th</sup> Board meeting. A final vote on the budget will be held at the September 3<sup>rd</sup> Board Committee meeting.

Library Director Evaluation form for 2023-2024 are in the Board packet. Arla McPeek, Chairperson of the Evaluation Committee, will communicate electronically with the Trustees regarding the timeframe to return the completed forms. The evaluation will be delivered at the August 20<sup>th</sup> Board meeting.

The renovation of the staff and A/B kitchens is nearly complete. Director Mack invited the Board to tour the facilities and observe the progress.

The Emerging Stories Team has secured a date, musical entertainment, and caterer for *Relax in the Stacks*. The biannual donor appreciation event will have a similar format as in the past.

Plans for the 2025 Annual Appeal will be discussed at a meeting of the Fundraising Committee on August 6<sup>th</sup> at 6:00 p.m. Last year the campaign netted over \$21,700.00.

Cindy Mack will be out of the building for the next several days and will not be issuing a Friday update on July 19<sup>th</sup>.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin highlighted the major expenses appearing on the July 16, 2024 docket: MML liability pool, health insurance premiums, plumbing repairs, parking lot maintenance, and collection development.

**RESOLUTION 24-032:** Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of bills based on the claims docket dated June 27, 2024 in the amount of \$5, 554.43 and of the claims docket dated July 16, 2024 in the amount of \$99,929.54. Motion carried.

**RESOLUTION 24-033:** Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated June 20, 2024 in the amount of \$52,412.58, and of payroll checks dated July 3, 2024 in the amount of \$51,532.68. Motion carried.

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin announced that the Committee will meet in August.

**OLD BUSINESS:** A second draft of the Pewabic tile fireplace mural representing the changes suggested by the Board is in the Board packet. The response was positive with a few minor modifications requested. It is Director Mack's hope that a final design and cost of the project will be presented at the August 6<sup>th</sup> meeting.

**NEW BUSINESS:** Director Mack reviewed the proposed policy revisions and additions to Sections 300 and 400 of the Library's Personnel Manual with the Board. Each alteration was thoroughly evaluated by identifying the issues with the current policy and altering/adding/excluding the language for optimum operating efficiency.

**RESOLUTION 24-034:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adopt the revised changes to Section 400, Public Policies and Procedures of the Personnel Manual, and to adopt the changes to Policies 305A, 310 and 312 in the Personnel Manual plus the removal of "Members of the public should/must request the opportunity to only approach the podium when called on by the Board President" from Policy 408: Rules of Public Comment. Motion carried.

Director Mack drew the attention to the Makerspace Furnishings memo found in the Board packet. After going over the bids received for cabinets and furniture for the makerspace (inspo lab) design, the following resolution was offered:

**RESOLUTION 24-035:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to accept the quote from Fairview Construction for cabinetry in the makerspace at a cost not to exceed \$12,000.00. Additionally, to approve the purchase of furnishings from KI Furniture for the makerspace at a cost not to exceed \$13,000.00 with funding for both purchases coming from the Capital Fund Account. Motion carried.

**BOARD COMMENTS:** Patrick McDonald attended the Library's *Smart Phone Class* program. He praised the presenter and the contents of the curriculum. Caitlyn Perry Dial and her sons are enjoying the Summer Reading Challenge, especially the drawings and prizes. Dan Huth inquired about the repair of the musical flowers in the garden. Cindy Mack reported that maintenance personnel had fixed the problem. Jim Muzzin commented about how nice the resurfaced and repainted parking lot looks. Furthermore, he urged further conversation about the upcoming announcement addressing the departure of two Board members.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Board Committee Meeting - 7:30 p.m., Tuesday, August 6, 2024  
Board Meeting – 7:30 p.m., Tuesday, August 20, 2024

**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 Cromaine 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

**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

**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 12<sup>th</sup>. 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

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**November 26, 2024**

**CALL TO ORDER:** The meeting was called to order by President Arla McPeek at 7:30 p.m.

**ATTENDANCE:** Caitlyn Perry Dial, Daniel Huth, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing

Absent: Patrick McDonald

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

**APPROVAL OF AGENDA:** Moved by Caitlyn Perry Dial and seconded by Dan Huth 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 November 5, 2024. Motion carried.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS:** Ed Rutkowski announced that he will be guiding a tour of and holding a Q & A about the *Inspolab* after tonight's meeting.

**PRESIDENT'S REPORT:** President McPeek reminded the Trustees that the December 3, 2024 Committee Meeting has been cancelled.

**DIRECTOR'S REPORT:** Director Mack continues to work with Library Accountant, Kristine Kerttu, to close the FY2023/2024 Library Budget.

The Friends of the Library donated \$27,000.00 to support programming and special projects in FY2023/2024. During the Friends' Annual Meeting in November the Adult, Teen, and Youth Department Heads presented a sampling of the projects their contribution supported throughout the year. The Library will submit their request for FY2024/2025 at the January 7, 2025 meeting of the Friends.

To accommodate the Thanksgiving Holiday, the Library will close at 6:00 p.m. on Wednesday, November 27<sup>th</sup> and remain closed on November 28<sup>th</sup> and November 29<sup>th</sup>. It will open again on Saturday, November 30<sup>th</sup> at 10:00 a.m.

Kudos to Jennifer Osborne for creating another high-quality Library Program Guide for the winter months. Copies are included in the Board packets. Director Mack stressed her appreciation for the amazing Library staff who continue to address issues and find creative solutions. She will be on vacation from noon on November 27<sup>th</sup> until December 1<sup>st</sup> to visit her family in the Upper Peninsula.

Directing the Trustees to the Trend Analysis and Data Analytics Memo in the Board packets, Cindy Mack introduced a sample of the reports generated by OrangeBoy, a data analytics platform the Library began using last year. Included are mapping analytics and trend analyses of a vast array of Library functions. The information garnered helps identify patterns in patron behavior, preferences, and needs allowing us to create more targeted and effective outreach campaigns.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin pointed out the final payment to complete the Brighton Argus digitalization project, sprinkler system inspection, and a 50% deposit on the Pewabic tile Reading Room mural as major expenses on this docket.

**RESOLUTION 24-058:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated November 26, 2024 in the amount of \$72,279.67. Motion carried.

**RESOLUTION 24-059:** Moved by Chairperson Jim Muzzin and seconded by Lyndsay Wing to approve the payment of payroll checks dated October 24, 2024 in the amount of \$52,444.64, and of payroll checks dated November 7, 2024 in the amount of \$49,610.58, and of payroll checks dated November 21, 2024 in the amount of \$50,218.36. Motion carried.

Director Mack reviewed the Year-End Budget Amendments Memo included in the Board packets explaining each proposal in great detail. President McPeek thanked her for her clear and concise justification. The Board added their appreciation.

**RESOLUTION 24-060:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the FY2023-2024 Budget Amendments as prepared and presented. Motion carried.

**PLANNING & FUNDRAISING COMMITTEE:** Chairperson Caitlyn Perry Dial and Director Mack reported that the 2025 Annual Appeal mailer was sent to active donors on Tuesday November 12<sup>th</sup> with an email appeal to all patrons with valid email addresses sent on Monday, November 25<sup>th</sup>. The response has been very positive with \$8,650.00 collected to date and additional funds pledged. Director Mack expressed her gratitude for the overwhelming reply to the Annual Appeal year after year.

**PUBLIC RELATIONS COMMITTEE:** Chairperson Dan Huth is impressed with the Winter Programming Guide and with the variety of activities and programs listed. Huth appreciated the “30 Days of the Library” initiative on the Library’s social media.

**POLICY AND PERSONNEL COMMITTEE:** Cindy Mack reported that the Committee, guided by the Library’s attorney, will prepare recommended policy changes to reflect the new ESTA laws regarding overtime and earned sick time. The plan is to present the proposed policy changes at the December 17, 2024 Board meeting.

**NEW BUSINESS:** The Brighton District Library FY2024/2025 Strategic Goals were included in the Board packets. Director Mack led the Trustees through the Goals prepared by the Director and the Management Team that continued the direction of previous years. Special attention was given to the data and mapping analytics, software trends, and program analyses.

**RESOLUTION 24-061:** Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the FY2024/2025 Strategic Goals as presented. Motion carried.

President McPeek queried the Board about nominating officers for the new year. After asking the current officers if they are willing to serve another year and asking Caitlyn Perry Dial to assume the Vice President’s role, the Trustees determined that a nominating committee was not necessary. The following slate was agreed upon: President Arla McPeek; Vice President Caitlyn Perry Dial; Secretary Daniel Huth; Treasurer James Muzzin. The new Trustees, Devin Steele and Lindsay Wing, will be sworn-in at the December 17<sup>th</sup> Board meeting.

**BOARD COMMENTS:** Safe travels and Happy Thanksgiving was wished by all.

**ADJOURNMENT:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:37 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

**NEXT MEETING:**

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

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**December 17, 2024**

**CALL TO ORDER:** The meeting was called to order by President Arla McPeek at 7:30 p.m.

**ATTENDANCE:** Caitlyn Perry Dial, Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing

Absent: None

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

**ADMINISTRATION OF OATH OF OFFICE:** Honorable Susan Longworth administered the Oath of Office to reelected Trustees, Caitlyn Perry Dial, Patrick McDonald, Arla McPeek, and newly elected Trustee Devin Steele. Library Director Cindy Mack thanked Judge Longworth and welcomed the Trustees to the Board.

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the Board meeting minutes from November 26, 2024. Motion carried.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS:** Library Assistant Director Ed Rutkowski wished happy holidays to all in attendance.

**PRESIDENT'S REPORT:** President Arla McPeek stated that final touches are being made to the 2025 committee chairpersons and committee assignments. The definitive list will be announced at the January 7, 2025 meeting. The proposed slate of officers will also be presented for the Board's approval at that time.

**DIRECTOR'S REPORT:** Director Mack continues to work with Library's labor attorney to incorporate changes to the earned sick time policy pursuant to new ESTA.

A draft of the 2025 Meeting Schedule is included in the Board packet for consideration. A final draft of the schedule will be voted on at the January 7, 2025 Board Committee meeting.

Director Mack is anticipating adding approximately \$159,000.00 into the Library's Fund Balance. The majority of savings comes from personnel costs, fringe benefits, utilities, and database/collections. A statement of revenues and expenditures (pre-audit) was distributed at the meeting.

The Annual Appeal has generated over \$27,000.00 in donations and pledges thus far. We will easily meet our goal to privately fund the custom Pewabic tile mural and begin the renovation of the Brighton Room by the end of the campaign. Completion of both projects is expected in July or August, 2025.

Director Mack will be on vacation from December 24, 2024 through January 2, 2025.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin indicated significant payments on the docket to Blue Cross/Blue Shield and to the Michigan Library Association. He offered the following resolution:

**RESOLUTION 24-062:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated December 17, 2024 in the amount of \$60,963.97. Motion carried.

**RESOLUTION 24-063:** Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated December 5, 2024 in the amount of \$48,852.85. Motion carried.

**BUILDING & TECHNOLOGY:** A memo (Overview of Building Projects for the FY 2024-2025 and Financial Considerations) was supplied to all Trustees. The Committee met prior to the Board meeting to begin prioritizing projects for 2025.

**PLANNING & FUNDRAISING COMMITTEE:** Chairperson Caitlyn Perry Dial reiterated Director Mack's report that the 2025 Annual Appeal campaign continues to be very successful.

A general consensus was held that Committee meetings should continue to be held prior to meetings of the full Board. As such, Director Mack is devising a schedule rotation for 2025 that will be presented at the January 7, 2025 meeting.

**NEW BUSINESS:** Scheduling conflicts with general elections held in the month of November and the end of the Library's fiscal year on November 30 sparked a conversation about permanently changing the Board meeting schedule for November. Jim Muzzin recommended that the schedule permanently change from the first and third Tuesdays of the month to the second and fourth Tuesdays of November. A favorable response was indicated by the Trustees. Cindy Mack will adjust the draft meeting schedule and bring it to a vote at the January 7, 2025 meeting.

**BOARD COMMENTS:** Trustees shared Happy Holidays and New Year greetings; Patrick McDonald wished everyone a blessed Christmas.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Dan Huth to adjourn the meeting at 8:12 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

**NEXT MEETING:**

Board Committee Meeting – 7:30 p.m., Tuesday, January 7, 2025

Board Meeting – 7:30 p.m., Tuesday, January 21, 2025