

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
January 21, 2025

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

ATTENDANCE: Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing

Absent: Caitlyn Perry Dial

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

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

APPROVAL OF MINUTES: Moved by Dan Huth and seconded by Jim Muzzin to approve the Board Committee meeting minutes from January 7, 2025. Motion carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: Local History and Genealogy Librarian, Jordan Sprunger, supplied the Board with an update on the Livingston County Argus newspapers digitalization project. After contracting with Advantage Archives to complete the process, the database is now on the Library's website and available for research. Sprunger gave a multimedia demonstration of how to use the database, the variety of content on the site, and praised Advantage Archives for their expediency and expertise.

DIRECTOR'S REPORT: Director Mack reported on the success of the 2025 Annual Appeal slated to end February 28, 2025. Contributions have arrived from individuals and from matching funds ranging from humble amounts to a substantial Leadership Gift. A final report will be brought to the Board in March.

The Friends of the Library are considering a \$28,000.00 contribution to the Library for programs and special projects this year. In addition to their annual support, Director Mack has inquired about making a financial donation toward the renovation of the Brighton Room. The Friends' decision will be announced at their meeting on February 4, 2025.

The FY2023-2024 Library audit has begun. Director Mack and Library Accountant, Kristine Kerttu, have been submitting documents electronically and the auditor was in the building on Thursday, January 16, 2025. Mack complimented Kerttu for her outstanding recordkeeping and thanked Library Assistant Director, Ed Rutkowski, for his diligence when asked to prepare a lengthy and last-minute Technology Report.

Manor-Costerisan has served as the Library's Auditor since 2018. Mack will confer with the Finance Committee about sending out an RFP to search for a replacement as best practices recommends.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin pointed out the major expenses on the current docket as the Green Oak Township Tax Distribution, TLN services, and health insurance premiums to Blue Care Network.

RESOLUTION 25-004: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated January 21, 2025 in the amount of \$81,268.29. Motion carried.

RESOLUTION 24-005: Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated December 19, 2024 in the amount of \$54,320.66, dated January 2, 2025 in the amount of \$52,536.42, and dated January 16, 2025 in the amount of \$52,765.76. Motion carried.

POLICY/PERSONNEL COMMITTEE: The Committee met before tonight's meeting to discuss the proposed changes to Policy 202: Time Away From Work, Policy 210: Earned Sick Time, and Policy 211: Personal Time to comply with the

ESTA mandate from the State of Michigan. The new law is set to go into effect on February 21, 2025. Chairperson Patrick McDonald stated that the full Committee had considered the changes and additions and agreed that they should be revised/added.

OLD BUSINESS: Referring to her memo, Implementation of Michigan Earned Sick Time Act, found in the Board packet, Director Mack explained the proposed changes in detail and the affect they will have on the staff and on the Library budget. President McPeek complimented the memo and the Director's explanation of this complicated issue. Due to ongoing debate at the legislative level, Mack recommended that the Board postpone their vote on the measure until the February 4, 2025 Board Committee Meeting to accommodate any changes that may occur.

NEW BUSINESS: A memo titled 2025 Committee Work and Future Planning prepared by Director Mack and found in the Board packet detailed the projects set forth in the Library's Strategic Plan and identified by the Board and administration. Each Committee's assignments were outlined and a proposed meeting schedule was presented. Major priorities include renovating the Brighton Room, the conversion to RFID, evaluation of fundraising efforts, investment strategies and planning the FY2025-2026 budget, review of personnel policies, and marketing initiatives and strategies. Mack emphasized that additional tasks may be added if needed. She also encouraged Board members to keep in contact with her regarding the proposed meeting dates and times.

BOARD COMMENTS: Dan Huth wants everyone to stay safe and warm. Patrick McDonald wished everyone Happy New Year. Arla McPeek reiterated her praise for Mack's detailed and helpful memos.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:27 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, February 4, 2025

Board Meeting – 7:30 p.m., Tuesday, February 18, 2025