

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 18, 2025

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

Guests: Girl Scout Troop #40209

APPROVAL OF AGENDA: Moved by Jim Muzzin to approve the agenda with one change: move the Girl Scout Troop Special Presentation agenda item from its present order to after the Public Comments agenda item. Motion seconded by Caitlyn Perry Dial. Motion carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the Board Committee meeting minutes from February 4, 2025. Motion carried.

PUBLIC COMMENTS: None

GIRL SCOUT TROOP SPECIAL PRESENTATION: Following preliminary inquiries and discussions with Director Mack, members of Girl Scout Troop #40209 proposed to the Board that they build and maintain (for one year) a community vegetable and herb garden to earn their Silver Award. Three Scouts narrated a PowerPoint explaining their impetus for selecting the project, the building, planting, and maintenance of the garden beds, and their reason for selecting the Library location. The presentation was very impressive and was met with enthusiasm by the Board members.

DIRECTOR'S REPORT: Referring to the Board packet, Director Mack gave a synopsis of the 2025 Library Public Relations Plan, including targeted activities and marketing initiatives. The Plan has detailed the goals and the defined roles within the organization, with emphasis on a positive customer experience. Accompanying the plan, Targeted Activities and Marketing Initiative in 2025, itemized the public relations/marketing activities for the upcoming year.

The FY2023-2024 audit is complete. A full report by the auditor will be presented to the Board at the March 18, 2025 meeting. As it stands, the Library will be adding \$167,808 to the fund balance, which will represent 29.4% of our total operating budget at the end of FY2024-2025. Explorations into future investments and building/maintenance priorities (current and long term), were briefly discussed and will require Committee recommendations.

The 2025 Annual Appeal will officially end on February 28th. A complete report will be available at the March 18, 2025 Board meeting. Meanwhile, the Fundraising Committee will meet on March 4, 2025 to review the results and to determine a plan going forward. The campaign has been immensely successful, generating nearly \$35,000.00 to date.

Director Mack noted that payroll fees were mistakenly withdrawn from our payroll account by MyPay Solutions. These fees include \$156.75 from the January 30th payroll and the \$154.60 from the February 13th payroll. Provisions have been made to rectify this error and to charge the fees to the Library's credit card going forward.

The St. Patrick's Catholic School students are currently exhibiting their art work in the Norma Gray Gallery. The school has been added to our rotation of Brighton Area Schools' art displays that run during March and April every spring. It is expected that other charter, private, and homeschool groups will be invited to participate in the coming years.

Director Mack, President McPeek, management staff, and frontline workers continue to contend with a problem patron refusing to follow Patron Behavior policies and causing workflow disruptions. The situation has been addressed using a number of methods, to no avail. Further action may need to be taken if the behavior persists.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin noted two major payments of winter tax distributions to the Northfield Township Library and the Salem-South Lyon Library equaling a major portion of the claims docket.

RESOLUTION 25-008: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated February 18, 2025 in the amount of \$300,009.93. Motion carried.

RESOLUTION 24-009: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated January 30, 2025 in the amount of \$54,534.89, and payroll checks dated February 13, 2025 in the amount of \$54,370.99. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeek met with committee by ZOOM on Tuesday, February 11th to review the PFB, the Girl Scout Silver Project, and the cost of electrical work in the building.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Caitlyn Perry Dial announced a meeting on March 4th to discuss the results of the 2025 Annual Appeal and the fundraising and celebratory ideas for later in the year.

PUBLIC RELATIONS COMMITTEE: Chairperson Dan Huth reported that the Committee is working to determine the cost and implementation of the Public Relations/Marketing Plan.

POLICY/PERSONNEL COMMITTEE: Library administration and staff will be reviewing and updating the #100 Policies in March and April to bring to the Committee for consideration.

NEW BUSINESS: Drawing the Board's attention to the proposed Request for Bids – Local History Room Renovation document included in the Board packet, Director Mack invited Trustees to visit the Brighton Room. The space is original to the building and has crowded, mismatched shelving, worn cabinetry, and dated furnishings. The Director has been working with the Library's Genealogy and Local History Librarian, Jordan Sprunger, to assess the present-day storage and technology needs for the space. This has resulted in the formulation of the RFB presented to the Board for consideration.

RESOLUTION 24-010: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to proceed with the Request for Bids for the Brighton Room renovation project as presented. Motion carried.

Cindy Mack updated the Board on the noteworthy improvements made to the Charles and Albert Parker Families Nature Preserve by the Livingston Land Conservancy last year. A memo detailing the historical significance of the Preserve, donated to the Library in 1994 and protected by a permanent conservation easement held by the Conservancy, is in the Board packet. The Library participates in the Oversight Committee which recommends stewardship activities, events, and initiatives to support the health and integrity of the Preserve. Dan Huth stepped forward to represent the Library on the Committee. Improved landscaping and additional signage encouraging patrons to explore the Preserve is scheduled to be added to Millie's Garden this year.

BOARD COMMENTS: President McPeek complimented Head of Adult Services, Jennifer Osborne, on the creative and informative spring programming guide.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Dan Huth 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, March 4, 2025

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