

# Brighton District Library Committee Meeting

Tuesday, March 4, 2025

## Attendees

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

## Agenda

Call to Order 7:30

### Approval Of Minutes - February 18th

- A. Motioned: Jim, Patrick, Passes
- B. President's Report -No Report
- C. Director's Report - Members of staff attended Hilton Elementary School's Career Day, the robots were a hit. Parking lot lights have been replaced with more energy-efficient bulbs.

### E. Committee Report

- a. Budget and Finance:
  - i. Resolution 25-011: To approve the payment of bills based on claims docket dated 03/04/2025 in the amount of \$42,236.85.
    - 1. Jim Muzzin Motions, Dan Huth Supports
      - a. Jim noted a payment of \$7,000 for our auditor.
    - 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

- A. ESTA Update
  - a. Director Mack provided a breakdown of the proposed changes in Policy 210
    - i. Sick time can be used in 1-hour increments
    - ii. Does not apply to minors
    - iii. Must work for the organization for 120 days
    - iv. Documentation must happen within 15 days
    - v. If someone is separated and rehired within 2 months, their accrued time will be reinstated.
    - vi. The Library is set up to implement these changes immediately
  - b. Resolution 25-012: To approve the revisions to Policy 210 - Earned Sick Time, as presented.
    - i. Jim Muzzin moves, Patrick McDonald supports.
    - ii. Motion Passes

## New Business

- A. Board Comments:
  - a. Jim Muzzin- No Comment
  - f. Arla McPeek- No Comment
  - g. Dan Huth - No Comment
  - h. Devin Steele- No Comment
  - i. Lyndsay Wing - No Comment
  - j. Motion to Adjourn - Lyndsay Wing moves, Jim Muzzin Supports
  - k. Meeting Adjourned - 7:42 pm

Respectfully Submitted by:

Daniel Huth - Secretary