

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 18, 2025

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

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

Absent: Caitlyn Perry Dial, Patrick McDonald

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

Guests: Auditor Ailie Weaver, Manor Costerisan

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Lyndsay Wing to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Dan Huth to approve the Board Committee meeting minutes from March 4, 2025. Motion carried.

PUBLIC COMMENTS: None

SPECIAL PRESENTATION: Director Mack welcomed Ailie Weaver, auditor from the accounting firm Manor Costerisan, who guided the Board through the 2023-2024 audit report detailing the process and answering the questions put forward by Board members. A lengthy Q & A 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. Ms. Weaver 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.

Resolution 25-015: Moved by Board Treasurer Jim Muzzin and seconded by Dan Huth to accept the Fiscal year 2023-2024 Audit as presented. Motion carried.

DIRECTOR'S REPORT: Cindy Mack gave a brief report on the progress of the Brighton Room renovation. Identifying contractors for the project has been challenging. After following several consultations, she is now confident that she can bring at least two cost quotes to the Building Committee for consideration during their next meeting. A final vote on the Committee's recommendation will be held at the April 1, 2025 Board Committee Meeting. The Committee will also be considering a proposal for new lighting in identified areas.

The Library's attorney is in the process of assessing the recommended changes to the 100 Policies (Personnel) in the Library's Personnel Manual following a thorough review by the Management Team. The Policy Committee is scheduled to meet on April 15th to consider the modifications and present their opinion to the full Board for a vote.

Director Mack explained the significance of each category in the Statement of Revenue and Expenditures through the month of February that was provided in the Board packets. Statements are provided on a quarterly basis for Board members' review. Mack and the Board declared the Library to be in a good financial position, despite the current volatility in financial markets.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin reported that Committee met before the Board meeting tonight to discuss the audit report and to consider sending out Requests for Proposals to current and new auditing firms. Manor Costerisan has served in this capacity for a number of years and it is considered best practices to seek out this information. Future meetings will determine how to distribute/designate the assets in the fund balance and the consideration of investment opportunities.

RESOLUTION 25-013: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated March 18, 2025 in the amount of \$93,046.58. Motion carried.

RESOLUTION 25-014: Moved by Chairperson Jim Muzzin and seconded by Devin Steele to approve the payment of payroll checks dated February 27, 2025 in the amount of \$54,079.44, and payroll checks dated March 13, 2025 in the amount of \$55,064.51. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeck stated that the Committee will be meeting on April 1st at 6:30 p.m.

PLANNING/FUNDRAISING COMMITTEE: Cindy Mack directed the Board to the 2025 Annual Appeal report included in the Board packet. Following a recent contribution of \$1,000.00 from the Ford Genealogy Fund, the total collected equaled \$39,100.00. A celebration following the completion of the Brighton Room renovation and the installation of the Pewabic tile mural (subjects of the fundraiser) is anticipated.

POLICY/PERSONNEL COMMITTEE: The Committee will meet on April 15th to review the updated 100 Policies of the Personnel Manual and to bring a proposal to the full Board for consideration.

NEW BUSINESS: The Library has received correspondence from the Community Foundation for Southeast Michigan regarding the Brighton District Library Endowment Fund. At the end of 2024, the endowment was valued at \$62,883.00. The available funds for distribution (grant award) are \$2,428.00. Director Mack shared the history of the fund and recommended that the Board wave the distribution amount and add it to the endowment.

RESOLUTION 25-016: Moved by Chairperson Jim Muzzin and seconded by Lyndsay Wing to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,438.00. Motion carried.

BOARD COMMENTS: None.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Dan Huth to adjourn the meeting at 8:22 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, April 1, 2025

Board Meeting – 7:30 p.m., Tuesday, April 15, 2025