

# Brighton District Library Committee Meeting

Tuesday, April 1, 2025

## Attendees

James Muzzin  
Patrick McDonald  
Caitlyn Perry Dial  
Daniel Huth  
Arla McPeck  
Lyndsay Wing  
Devin Steele  
Cindy Mack – Director

## Agenda

### Call to Order 7:34

### Approval Of Minutes - March 18, 2025

- A. Motioned: Jim Muzzin, Caitlyn Perry Dial Supports, Motion Approved
- B. President's Report -No Report
- C. Director's Report -
  - a. Two trees have fallen, one by the pavilion and one by the reading house.
    - i. The trees will be removed.
    - ii. Cost will be approximately \$1.5 or 1.6k
  - b. The youth aquarium has been having issues with murkiness and have been going back and forth with the fish company. For now, the fish are being fostered, and the decision regarding the long-term viability is still tbd. They are on "Spring and Summer Break".
  - c. IMLS Update: Cindy Mack updated the Board on the potential impact of the IMLS budget cuts. She assured the Board that the library is in a better position than some of our neighboring libraries to absorb the loss of funding. We would lose access to MEL and MELCAT, but we are not as dependent on those resources as standalone libraries that are not part of our shared system.

### E. Committee Report

- a. Budget and Finance:
  - i. Resolution 25-017: To approve the payment of bills based on claims docket dated 04/01/25 in the amount of \$21,019.33
    - 1. Jim Muzzin Motions, Caitlyn Perry Dial supports, Motion Approved.
    - 2. Cindy adds that securing the rates for the CDs have been pushed until the next meeting.
  - ii. Resolution 25-018: To proceed with the Request for Proposals for Audit Services as presented. Jim Muzzin Motions, Dan Huth supports, Motion Passes

- b. Building: Arla McPeek -
  - i. The library received 2 bids, Fairview and SS Enterprise, Inc.
    - 1. SS Enterprise's bid has the recommendation for the committee.
    - 2. Resolution 25-020: To accept the quote from SS Enterprise, Inc. for the Brighton Room renovation project. Cost not to exceed \$65,000 with funding coming from the Capital Fund Account. Dan Huth Motions, Caitlyn Perry Dial Supports, Motion passes.
      - a. Lyndsay asks about the timeline. Cindy mentions that it will be a 2-3 week turnaround, depending on the cabinet makers.
- c. Policy and Personnel: Cindy reviewed the changes to Policy 102: Job Descriptions/Employee definitions based on the new Youth Employment Standards Act. Most of the new language is directly from the new law.
  - i. Resolution 25-019: To approve the revisions to Policy 102 - Job Descriptions/Employee Definition, as presented. Patrick McDonald Motions, Jim Muzzin supports, Motion passes
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No report, but loves the April Fools logo.

## Old Business

## New Business

- A. Board Comments:
  - a. Jim Muzzin- No Comment
  - b. Caitlyn Perry-Dial: Thanks for patience on her absences in March other than her presentation, which others noted was very well-received.
  - c. Patrick McDonald: Concerns were raised regarding the timeliness of the documents presented for the Board to review for tonight's meeting.
  - f. Arla McPeek- Commends the free seeds program located by the fireplace.
  - g. Dan Huth - No Comment
  - h. Devin Steele- No Comment
  - i. Lyndsay Wing - No Comment
  - j. Motion to Adjourn - Jim Muzzin Motions, Caitlyn Perry Dial Supports
  - k. Meeting Adjourned - 8:08pm

Respectfully Submitted by:

Daniel Huth - Secretary