

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
April 15, 2025**

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

ATTENDANCE: Caitlyn Perry Dial, Daniel Huth, Arla McPeck, James Muzzin, Devin Steele, Lyndsay Wing

Absent: Patrick McDonald

Staff: Director Cindy Mack, Assistant Library Director Ed Rutkowski, Reference Librarian Teri Frank, Diana Dart

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

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the Board Committee meeting minutes from April 1, 2025. Motion carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: A comprehensive presentation on the history, development, and management of the Library's relatively new vinyl collection was offered by Reference Librarian, Teri Frank. Following extensive research into the emerging trend, the collection was launched by Teri Frank in January 2024 and has been gaining popularity ever since. The goal is to have a checkout rate of 30% after three years. With an annual budget of \$1,200.00, the collection has grown to 154 LPs and four record players all available for checkout. President McPeck offered effusive praise for Ms. Frank's excellent report.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Six auditing firms have been invited by Director Mack to bid on providing auditing services to the Library. The proposals are due by April 30, 2025. The Finance Committee will review the proposals and make a recommendation to the Board at the May 6, 2025 meeting to interview multiple firms or to select one auditing firm to complete the work.

The Brighton Rotary Club will be having their *Annual Day of Service* at the Library again this year. Director Mack is the current President of the organization. Members will be performing various spring maintenance tasks such as spreading mulch, preparing Miss Carla's Reading House to reopen, picking up trash, and helping prepare a pathway to the sidewalk connection to the Parker Preserve.

Director Mack announced the retirement of Diana Dart on May 10, 2025. Various Trustees expressed congratulations and gratitude for her nearly 20 years of employment.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin noted major payments for health insurance premiums, Green Oak Township tax distributions, and the digital resource, Hoopla. During a brief discussion about the popularity of Hoopla, Director Mack indicated that the FY 2025-2026 budget will reflect the Library's research into patron demand for this product and for all electronic resources.

RESOLUTION: 25-021: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 15, 2025 in the amount of \$231,950.91. Motion carried.

RESOLUTION 25-022: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated March 27, 2025 in the amount of \$54,254.87, and payroll checks dated April 10, 2025 in the amount of \$55,299.29. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeek announced that the Committee will be meeting in the Inspo-lab following the Board meeting to view the recently installed ceiling lights and to determine if, and/or where, similar new ceiling lights might be installed in the Library.

POLICY/PERSONNEL COMMITTEE: Director Mack announced that the Committee had to reschedule their meeting. The members will be contacted to find another mutually agreeable time to meet.

NEW BUSINESS: Director Mack and Library Accountant Kristine Kerttu, at the direction of the Board, have researched the options for purchasing a \$250,000.00 (six month) Certificate of Deposit. The Director is recommending Flagstar Bank with the (current) interest rate of 4.15%.

RESOLUTION 25-023: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the purchase of a Certificate of Deposit not to exceed six months for \$250,000.00 from Flagstar Bank with the funds coming from the Library's General Fund Balance. Motion carried.

Cindy Mack informed the Board that the large catch basin in the staff parking lot has collapsed and a smaller drain in the circular drive needs repair. The catch basin was last repaired in 2010 by Bob Myers Excavating. Director Mack is awaiting a quote from them for the current repair and has also received a quote from Nagle Paving, the contractor that reconstructed the Library's parking lot in 2018.

RESOLUTION 25-024: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve funding for repairs to the Library's parking lot at a cost not to exceed \$7,500.00 with funds coming from the Building Expense Account. It is further resolved that the Library Director is authorized to select a contractor to complete the work, contingent upon the receipt of acquired quotes. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial questioned the impact on electronic resources if the proposed federal cuts to library funding are carried out. Cindy Mack stated that the existing contracts have been paid through September and added that she will be attending a meeting on the subject later this week. Arla McPeek praised the informational bookmark *What happens if the Institute of Museum and Library Services is Eliminated?* produced for patrons as clear, concise and easy to understand.

ADJOURNMENT: Moved by Dan Huth and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:18 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, May 6, 2025

Board Meeting – 7:30 p.m., Tuesday, May 20, 2025