

Brighton District Library Committee Meeting

Tuesday, May 20 2025

Attendees

James Muzzin
Patrick McDonald
Caitlyn Perry Dial
Daniel Huth
Arla McPeck
Lyndsay Wing
Devin Steele
Cindy Mack - Director
Ed Rutkowski- Assistant Director

Agenda

Call to Order 7:30

Acceptance of Agenda:

- A. Caitlyn Perry Dial Motions, Jim Muzzin Supports; Agenda is Accepted

Approval of Minutes - May 6, 2025:

- A. Caitlyn Perry Dial Motions, Jim Muzzin Supports; Minutes Approved

Public Comments: No Comments

Staff Comments - Kelly Chynoweth, Youth Services

- A. Summer Reading begins June 8.
 - a. Theme: Color Our World
 - i. Points for reading, outdoor trail walks, attending events, visiting at the Farmer's Market
 - ii. Throughout the summer there will be lots of fun events centered around art and STEAM.
 - iii. Last year: 876 children registered with 55 programs with 3,000 attendees

President's Report -No Report

- B. Director's Report -
 - a. Summer newsletter went out last week.
 - i. Includes an Annual Review
 - b. Tax valuations have come in, and we are expected to rise by 4.84%, totaling \$121,000.
 - i. The Budget and Finance Committee will be meeting in June to give input on the initial draft of the next Annual Budget, including next steps for the increased revenue.
 - ii. Budget proposal will be presented to the full Board in August, with a vote on September 2.
 - iii. Tanya Garbacik has been hired as the new Administrative Assistant, and will begin on May 27th. She will begin taking minutes for all meetings beginning in June.

Committee Reports

- A. Budget and Finance:
 - a. Resolution #25-027: To approve the payment of bills based on claims docket dated 05/20/2025 in the amount of \$61,945.00
 - i. Jim Muzzin Motions, Caitlyn Perry Dial supports; Resolution Approved
 - ii. Jim Muzzin highlights the Brochure mailing and Blue Cross/Blue Shield payments in the docket.
 - b. Resolution #25-028: To approve the payment of payroll checks dated 04/24/2025 in the amount of \$54,559.63 and dated 05/08/2025 in the amount of \$54,328.84.
 - i. Jim Muzzin Motions, Patrick McDonald Supports; Resolution Approved
- B. Building: Arla McPeek - Met tonight, items to be discussed under new business
- 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

New Business

- A. Lighting Upgrades: Resolution #25-029: To Approve the lighting proposal from Suburban Electric Services for updated LED lighting at a cost not to exceed \$26,000 with funding coming from the Capital Fund.
 - a. Jim Muzzin Motions, Lyndsay Wing Supports; Resolution Approved
 - b. Building Committee endorses a full lighting remodel
 - c. Director Mack laid out that there is plenty of funds available in the Capital Fund
- B. AV Upgrades: Resolution #25-030: To approve the A/B Room Audio System Upgrades from AV Pro at a cost not to exceed \$5,500 with funding coming from the Capital Fund.
 - a. Caitlyn Perry Dial Motions, Dan Huth Supports; Resolution Approved
 - b. Proposal includes a microphone and a touchpad unified control that would make it much easier for everyone to use A/B room technology.
- C. RFID & AMH System Proposal: Resolution #25-031: To approve the RFID & AMH System proposal from Bibliotheca, including all hardware, software, and installation at a cost not to exceed \$170,000 with funding coming from the Capital Fund.
 - a. Jim Muzzin Motions, Caitlyn Perry Dial Supports; Resolution Approved 6 In Favor (James Muzzin, Patrick McDonald, Caitlyn Perry Dial, Daniel Huth, Arla McPeek and Lyndsay Wing) and 1 Not in Favor (Devin Steele).
 - b. TLN now requires their libraries to use RFID. Our library has begun placing tags provided by TLN on new materials.
 - c. Cindy and team met with Bibliotheca, Tech Logic and Envisionware
 - d. Benefits include Increased efficiency, improved accuracy, enhanced patron experience, and long-term cost savings
 - e. Assistant Director Ed Rutkowski laid out the improved process for circulation and sorting when using RFID
 - i. Lyndsay asked about current check-in turnaround time. Director Mack says 24 hours would be the average estimate.
 - f. In addition to pads, checkout units, and Automated Materials Handling (AMH) infrastructure, we also need to rent 2 conversion kits to complete tag placement in 3 months or less.

- g. Director Mack notes that we are in the minority for our size in not already adopting an RFID system.
 - h. Director Mack hopes we could see staff savings of \$15-20,000, which would cover the annual cost.
 - i. These are the harder positions to fill because of the limited hours and lack of benefits because of that.
 - ii. It can help with staff sick days
 - iii. It also provides a great customer experience because of the instant feedback.
 - iv. Initial funding comes from Capital Fund, additional expenses come from the technology budget.
- D. Board Comments:
- a. Jim Muzzin- No Comment
 - b. Caitlyn Perry-Dial- Attended Diana's retirement party, it was beautiful.
 - c. Arla McPeck- No Comment
 - d. Dan Huth - No Comment
 - e. Devin Steele- No Comment
 - f. Lyndsay Wing - No Comment
 - g. Patrick McDonald- No Comment

Motion to Adjourn - Caitlyn Motions, Jim Supports; Meeting Adjourned - 8:42 pm

Respectfully Submitted by:

Daniel Huth - Secretary