

**BRIGHTON DISTRICT LIBRARY  
BOARD MEETING MINUTES  
June 3, 2025**

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

**ATTENDANCE:** Caitlyn Perry Dial, Daniel Huth, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing  
Absent: Patrick McDonald  
Staff: Director: Cindy Mack, Administrative Assistant: Tanya Garbacik

**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 meeting minutes from May 20, 2025. Motion carried.

Jim Muzzin suggested that the meeting minutes be reviewed by the Library's attorney for recommendations, or possibly the attorney can provide a template for meeting minutes and resolution pages. Cindy will follow up with the attorney to inquire about these options, and will also ask whether recording meetings or using chat technology could be used to assist the new Administrative Assistant in ensuring the accuracy of the minutes.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS:** None

**PRESIDENT'S REPORT:** None

**DIRECTOR'S REPORT:** Director Mack provided an update in response to a Cromaine Library Board member's inquiry regarding the use of diversity stickers on youth materials. She clarified that the Library began phasing out the use of diversity stickers a few years ago and it does not label materials based on LGBTQ content. Director Mack also noted that in the future such inquiries will require written requests and written responses.

Director Mack also reported on a recent incident involving a Friends of the Library volunteer who slipped off a bench while volunteering. Emergency services were called, and the volunteer was taken to the hospital. She is currently recovering and in good spirits. Director Mack sent flowers and a gift on behalf of the BDL staff to wish her well.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE COMMITTEE:** Chairperson Jim Muzzin noted Bob Myers Excavating, Inc. and MML Workers' Comp Fund were on the Claims Docket to be paid.

**RESOLUTION: 25-032:** Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 3, 2025 in the amount of \$44,055.62. Motion carried.

**POLICY/PERSONNEL COMMITTEE:** Director Mack reviewed the proposed policy revisions to Section 100, additions to Section 200, and updates to Policy 310 of the Library's Personnel Manual with the Board. Each alteration was thoroughly evaluated by Administration, the Library's employment attorney, and the Policy Committee identifying the issues with the current policies and altering/adding/excluding the language for optimum operating efficiency. Administrative Assistant Garbacik will update the Personnel Policies and provide clean copies for staff to review. Forms will be distributed to all employees for signature acknowledging changes to the policies were read and understood.

**RESOLUTION 25-033:** Moved by Caitlyn Perry Dial and seconded by Lyndsay Wing to adopt the revised changes to Section 100- Personnel Policies of the Personnel Manual. Motion Carried.

Jim Muzzin suggested the second proposed resolution be broken into two separate resolutions regarding the additions to Section 200 and updates to Policy 310. The Board agreed.

**RESOLUTION 25-034:** Moved by Jim Muzzin and seconded by Dan Huth to adopt revised changes to Policy 310 - Public Use of Library Meeting Rooms. Motion carried.

Director Mack explained that the attorney recommended the specific policy numbers for the newly proposed policies in order to position them near Policy #204, the Workplace Accommodations Policy, for consistency and organizational clarity.

**RESOLUTION 25-035:** Moved by Dan Huth and seconded by Jim Muzzin to adopt Policy 203 - Equal Employment Opportunity, Policy 205 - Harassment and Policy 206 - Retaliation, changing all other policy numbers in Section 200 accordingly.

**BUILDING AND TECHNOLOGY COMMITTEE:** No Report.

**PLANNING/FUNDRAISING COMMITTEE:** No Report.

**MARKETING AND PR COMMITTEE:** Chair Dan Huth provided an update from the Committee's meeting held earlier that evening, which included discussions regarding the Library's 100th birthday in 2028, Farmer's Market attendance, Summer Reading, and the City's Gilmore Girls' Event.

**BOARD COMMENTS:** **Jim Muzzin** witnessed circulation desk employees with patrons of the Library and he is very impressed with the customer service. **Caitlyn Perry Dial** is looking forward to the Summer Reading Kickoff. **Dan Huth** is also excited for the Summer Reading Kickoff.

**ADJOURNMENT:** Moved by Caitlyn Perry Dial and seconded by Dan Huth to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,

Tanya Garbacik, Recording Secretary

**NEXT MEETING:**

Board Meeting – 7:30 p.m., Tuesday, June 17, 2025