

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
June 17, 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, Patrick McDonald, Arla McPeck, James Muzzin, Lyndsay Wing

Absent: Devin Steele

Staff: Director: Cindy Mack, Assistant Director: Ed Rutkowski, Administrative Assistant: Tanya Garbacik

Approval of Agenda: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve the agenda. Motion carried.

Approval of Minutes: Moved by Jim Muzzin and seconded by Daniel Huth to approve the Board meeting minutes from the June 3, 2025. Motion carried.

Public Comments: No Comments

Staff Report: Kate Wheeler, Teen Librarian, provided an update of the 2025 Teen Summer Reading Challenge. 89 teens have registered and based on past years, +100 teens are predicted to register by the end of the summer. Kate distributed a participant handout that details the many opportunities to earn “badges” by reading and completing activities and attending Library programs. Prizes were donated by 2 Dandelions Bookshop and other generous local businesses. There is also an Adult Reading Challenge and programs occurring this summer, such as an after-hours Genealogy Lock-in and Citronella Candle Craft.

President’s Report: President McPeck reminded the board that we will not have a meeting July 1st due to the 4th of July holiday that week. President McPeck is also looking for a point person to volunteer for Director Mack’s evaluation. The point person will tally up the points, compile the comments and present to Director Mack during the evaluation which will take place before the second August board meeting. The information remains anonymous. President McPeck will be an advisor to this process. Trustee Wing offered to be the point person for this year’s evaluation.

Director’s Report: Director Mack emailed the last meeting minutes and resolution pages to the attorney for review and the attorney’s feedback was to implement minor changes. These changes will be implemented for the next Board meeting. Director Mack provided an update on the RFID project and timeline. Director Mack was reappointed to serve another term on the Michigan Library Association’s Legislative & Advocacy Committee. Mack will continue her role on the Livingston County United Way’s Community Investment Council. At the end of the month, Mack’s tenure as President of the Brighton Rotary Club will conclude and she will begin serving as the organization’s Treasurer. Mack also provided an update on the Girl Scout Troop 40209’s community garden.

Committee Reports:

Budget & Finance: Chairperson- Jim Muzzin

RESOLUTION 25-036: Moved by Jim Muzzin and seconded by Patrick McDonald to approve the payment of bills based on claims docket dated 06/17/2025 in the amount of \$118,248.78. Motion Carried.

RESOLUTION 25-037: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated 05/22/2025 in the amount of \$54,110.24 and dated 06/05/2025 in the amount of \$53,378.43. Motion carried.

Building /Technology: Chairperson- Arla McPeck: No Report.

Planning/Fundraising: Chairperson -Caitlyn Perry Dial: No Report

Public Relations: Chairperson- Daniel Huth: No Report

Policy/Personnel: Chairperson- Patrick McDonald: No Report

Old Business: None

New Business: None

Board Comments: **Lyndsay Wing** read through the strategic goals and is very impressed with all of the great work. **Daniel Huth** attended the Summerfest with his kids and they all had a blast; they especially loved the fish bowl eye spy. **Caitlyn Perry Dial's** kids loved the Inspo-Lab's 3D printer.

Adjournment: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to adjourn the meeting at 8:04 p.m. Motion carried.

NEXT MEETING

Board Meeting – Tuesday, July 15, 2025

Respectfully submitted, Tanya Garbacik, Recording Secretary