

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
August 5, 2025

Call to Order: The meeting was called to order by Arla McPeck at 7:30 p.m.

Attendance: Caitlyn Perry Dial, Arla McPeck, James Muzzin, Devin Steele and Lyndsay Wing

Absent: Daniel Huth and Patrick McDonald

Staff: Director: Cindy Mack and Administrative Assistant: Tanya Garbacik

Approval of Minutes: Moved by Lyndsay Wing and seconded by Caitlyn Perry Dial to approve the July 15, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public/ No Comments

Staff Report: No Report

President's Report: No Report

Director's Report: **Director Mack** updated the Board that exterior and interior mouse traps were set up after the AC units were found to have some wire damage from mice. We contracted with Knock Em Out Pest Control for the upcoming year to manage the traps. Mack also noted that the new AV touchscreen in the A/B Room is having some issues, but that should be resolved in the coming days.

Approval of Expenditures:

Resolution #25-040: Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket dated docket dated 07/29/2025 in the amount of \$28,925.31 and claims docket dated 08/05/2025 in the amount of \$51,158.53. Motion Carried.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – stated that the 2025/2026 Draft Budget will be presented by Director Mack later in this meeting. Muzzin also noted that SS Enterprises, Inc. was on the 7/29/25 docket to be paid. Additionally, Bibliotheca LLC, Krueger International, Inc., Northfield Township Library and Salem/South Lyon Library were on the 08/05/25 docket to be paid.
2. Building/Technology: Chairperson: Arla McPeck – No Committee Meeting/No Report
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – reviewed last year's fundraising for the Brighton Room and the Mural was about \$39,000. This year's annual appeal will kick off in November. Outdoor lockers are being considered as a request. The Library's 100th birthday will be the focus for 2028.
4. Public Relations: Chairperson: Daniel Huth – (Absent) No Report
5. Policy/Personnel: Chairperson: Patrick McDonald – (Absent) No Report

Unfinished Business: No Unfinished Business

New Business: **Director Mack** provided a detailed update of the 2025/2026 Draft Budget highlighting the proposed changes requested in the Draft FY2025-2026 Operating Budget.

Board Comments: **Lyndsay Wing** has received feedback from all of the Board members regarding Director Mack's evaluation. **Trustee Wing** has a contact that does ASL story time at libraries that she wanted to pass along if the Library was interested in learning more about this opportunity. **Devin Steele** and **Arla McPeck** thanked Director Mack for her explanation of the 2025/2026 Draft Budget.

Adjournment: Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:21 p.m. Motion Carried.

NEXT MEETING

Board Meeting - Tuesday, August 19, 2025

Respectfully submitted, Tanya Garbacik, Recording Secretary