

**BRIGHTON DISTRICT LIBRARY**  
**Board Meeting Minutes**  
**August 19, 2025**

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

**Attendance:** Caitlyn Perry Dial, Arla McPeek, Daniel Huth, James Muzzin, and Lyndsay Wing

Absent: Devin Steele and Patrick McDonald

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

**Approval of Agenda:** Moved by Caitlyn Perry Dial and seconded by James Muzzin to approve the agenda. Motion carried.

**Approval of Minutes:** Moved by Caitlyn Perry Dial and seconded by Daniel Huth to approve the August 5, 2025 Board meeting minutes. Motion carried.

**Public Comments:** No Public

**Staff Report:** No Staff Report

**President's Report:** No President's Report

**Director's Report:** **Director Mack** is attending the October 1<sup>st</sup> Livingston County Public Libraries Trustees & Directors Dinner. An invitation with details was distributed to the board to see if anyone is interested in joining her at this event. **Director Mack's** upcoming committee meetings will be September 16<sup>th</sup> for the Building Committee and October 21<sup>st</sup> for the Public Relations Committee. **Director Mack** reminded the Board that the Library will be closed on Sunday, August 31<sup>st</sup> and Monday, September 1<sup>st</sup> for the Labor Day Holiday. **Mack** also expressed appreciation to Jennifer Osbourne for the Fall Program Brochure, which is now available.

**Assistant Director Rutkowski** demonstrated the new technology that is up and running in the AB Room. This technology setup includes a projector with audio capabilities and microphones. The project was finalized last week, and a minor issue with the HDMI cord was resolved. Overall, the system is user-friendly and has been functioning well so far.

**Approval of Expenditures:**

**Treasurer Muzzin** noted that Northfield Township Library, Salem/South Lyon Library and SS Enterprises, Inc. (General Contractor for the Brighton Room Renovation) are on the 8/19/2025 docket to be paid.

**Resolution #25-041:** Moved by James Muzzin and seconded by Daniel Huth to approve the payment of bills based on claims docket dated 08/19/2025 in the amount of \$109,285.34. Motion carried.

**Resolution #25-042:** Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated 07/17/2025 in the amount of \$54,087.27, dated 07/31/2025 in the amount of \$54,284.51, and dated 08/14/2025 in the amount of \$54,446.17. Motion carried.

**Committee Reports:**

1. Budget & Finance: Chairperson: James Muzzin –No Report/ Next Meeting is the Public Budget Hearing on Sept. 2nd
2. Building/Technology: Chairperson: Arla McPeek – No Report/ Next Meeting September 16<sup>th</sup>
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report

4. Public Relations: Chairperson: Daniel Huth – No Report/ Next Meeting October 21<sup>st</sup>

5. Policy/Personnel: Chairperson: Patrick McDonald –Absent/No Report

**Unfinished Business:** FY25-26 Draft Budget-**Director Mack** noted several minor changes to the draft budget, including rounding adjustments made from the original draft budget. The health insurance rate came in at 11%, compared to the 14% originally budgeted, but the additional funds will be retained in the health insurance line as a cushion for potential unknowns. The FY25-26 Draft Budget presented this evening also includes the Capital Transfer Funds.

**New Business: Director Mack's Evaluation - Lyndsay Wing's** comments from Director Mack's evaluation:

- In the area of **Community and Professional Relationships**, performance was rated as excellent, with comments highlighting Mack's strong relationship-building skills, sense of camaraderie, and connections with a diverse range of individuals.
- In **Business, Operations, and Finance**, it was noted that resources were well utilized.
- The area of **Staff and Personnel Relationships** is difficult for the Board to **assess**, as they do not observe daily interactions. **Treasurer Muzzin** noted that all staff are encouraged to communicate openly with the Board and have the opportunity to raise and discuss any issues directly.
- A goal identified for 2026 is to advocate more actively at the federal and state levels for library support.

**Director Mack** thanked the Board for their continued support and expressed appreciation for the outstanding staff she has the privilege to work with. She shared that she is deeply grateful to be part of a healthy organization and to have the opportunity to do work she truly loves.

**Resolution #25-044:** Moved by Lyndsay Wing and seconded by Caitlyn Perry Dial to increase Director Cindy Mack's salary by 2.8% in accordance with the other staff members' increases as proposed in the FY2025/2026 budget. Motion Carried.

**Muzzin** made a motion to move the proceeds of the Old National Bank CD that matured on August 13, 2025 into the Huntington Bank general fund account.

**Wing** suggested a Friendly Amendment to clarify the motion to change proceeds to funds and to include principal and interest. Muzzin and Dial accepted these changes.

**Resolution #25-043:** Moved by James Muzzin and seconded by Caitlyn Perry Dial to move all of the funds, principle and interest, of the Old National Bank CD that matured on August 13, 2025 into the Huntington Bank General Fund account. Motion Carried.

#### **Board Comments:**

Caitlyn Perry Dial – No Comment

Daniel Huth – No Comment

Patrick McDonald – Absent

Arla McPeck – No Comment

James Muzzin – No Comment

Devin Steele - Absent

Lyndsay Wing- No Comment

**Adjournment:** Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:01 p.m. Motion Carried.

#### **NEXT MEETING**

- Tuesday, September 2, 2025

Respectfully submitted, Tanya Garbacik, Recording Secretary