

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
September 2, 2025

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

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

Absent: Devin Steele

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

Public: Susan Walters

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

Public Hearing on the Adoption of the Fiscal Year 2025-2026 Budget

Open Public Hearing for Budget

Moved by James Muzzin seconded by Lyndsay Wing. Passed by voice vote.

Director Mack presented an overview of FY 2025/2026 Budget.

Treasurer Muzzin stated that the budget was balanced, noting it had been reviewed by the Budget and Finance Committee and multiple times by the Board. **Vice-President Dial** agreed that this budget is balanced.

Public Comments were open by President Arla McPeek.

Public Comments: Public Susan Walters asked how the 2.4% salary and wages increase was determined, was it based on existing contracts and is this the standard % compared to other libraries?

Public Comments were closed by President Arla McPeek.

Director Mack's response to the public question: The recent wage increase was a strategic decision by the Budget and Finance Committee and Board to ensure fair and competitive compensation for our staff. This adjustment was based on a comprehensive review of multiple economic factors, including current and future projections for the Consumer Price Index (CPI) and the upcoming \$15/hour minimum wage increase that will impact future fiscal years. As the Brighton District Library does not operate with employee contracts; this review was crucial for balancing our wages. We have aimed to achieve a market-competitive position, aligning our salaries to be comparable with other libraries.

Close Public Hearing for Budget

Moved by Patrick McDonald, seconded by James Muzzin. Passed by voice vote.

Approval of Minutes: Moved by Caitlyn Perry Dial and seconded by Daniel Huth to approve the August 19, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public Comment

Staff Report: No Staff Report

President's Report: No President's Report

Director's Report: No Director's Report

Approval of Expenditures:

Treasurer Muzzin noted that Overdrive, Inc. is on the 09/02/25 docket to be paid.

Resolution #25-045

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket dated 09/02/2025 in the amount of \$37,092.63. Motion carried.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – No Report
2. Building/Technology: Chairperson: Arla McPeck – No Report; next meeting September 16th
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report
4. Public Relations: Chairperson: Daniel Huth – No Report; next meeting October 21st
5. Policy/Personnel: Chairperson: Patrick McDonald – No Report

Unfinished Business:

Resolution #25-046

Moved by James Muzzin and seconded by Daniel Huth to approve Charter Operating Millage Levy for 2025-2026 at 0.6123 mills and the Voted Operating Millage Levy for 2025-2026 at 0.2013 mills. Motion carried.

Resolution #25-047

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the proposed 2025-2026 General Fund Summary Budget and the Capital Fund Budget both dated Septembers 2, 2025. Motion carried.

New Business: No New Business

Board Comments:

Trustee McDonald thanked the staff for doing a great job on the budget.

Adjournment: Moved by Daniel Huth and seconded by Caitlyn Perry Dial to adjourn the meeting at 7:46 p.m. Motion Carried.

NEXT MEETING

Tuesday, September 16, 2025

Respectfully submitted,
Tanya Garbacik, Recording Secretary