

Brighton District Library Committee Meeting

Tuesday, January 7, 2025

Attendees

James Muzzin

Caitlyn Perry Dial

Daniel Huth

Arla McPeck

Lyndsay Wing

Devin Steele

Patrick McDonald - ABSENT

Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - December 17, 2024

- A. Motioned: Caitlyn Perry Dial
- B. Seconded: Lyndsay Wing
- C. Approved:
 - 1. President's Report Arla McPeck - Committee assignments have been sent out. Each member should confirm their contact information. Dan and Lyndsay will be receiving follow-up on getting a Brighton Library email set up.
 - a. Arla may be out of town, and Caitlyn will be gone, so Dan or Jim will run the meeting as the remaining officers.
 - 2. Director's Report -
 - a. Friends will likely provide funding at the same level as 2024, around \$28k. The Annual appeal currently sits at around \$31,000.
 - 3. Committee Updates
 - a. Budget and Finance:
 - i. 25-001: To approve the payment of bills based on the claims docket dated 01/07/2025 in the amount of \$45,780.24.
 - 1. Motion: Jim Muzzin
 - 2. Support: Caitlyn Perry Dial
 - 3. Motion passes.
 - a. Jim highlights \$4875 for accounting software

- ii. TLN Rebate for USF erate in the amount of \$1,572.28
- b. Building: Arla McPeek - No Report
- c. Policy and Personnel: - No Report, though a meeting scheduled for 1/21 to codify new full-time benefits policy proposal.
 - i. Lyndsay asked about if the staff has been consulted, and how they're feeling about the changes. Cindy provided a robust layout of how the staff is included in this decision on policy change.
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No Report

Old Business

New Business

- 4. 2025 Meeting Schedule Approval - Resolution 25-002: To approve the 2025 Meeting Schedule as presented, with added explanation for the asterisk on the document.
 - a. Jim Muzzin Motions
 - b. Caitlyn Perry Dial Supports
 - c. Motion Passes
- 5. Approval of 2025 Slate of Officers - Resolution 25-003: To approve the 2025 slate of officers as follows: President Arla McPeek, Vice President Caitlyn Perry Dial, Treasurer James Muzzin, Secretary Daniel Huth, Trustee Patrick McDonald, Trustee Devin Steele, Trustee Lyndsay Wing.
 - a. Caitlyn Perry Dial Motions
 - b. Daniel Huth supports.
 - c. Motion passes
- 6. Board Comments:
 - a. Caitlyn Perry Dial - No Comment
 - b. Jim Muzzin- No Comment
 - c. Arla McPeek- No Comment
 - d. Dan Huth - No comment
 - e. Devin Steele- No Comment
 - f. Lyndsay Wing - Request for clear committee meeting dates.
 - g. Motion to Adjourn - Caitlyn Perry Dial Motions, Jim Muzzin seconds
 - h. Meeting Adjourned - Caitlyn/Jim 8:02 pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, February 4, 2025

Attendees

James Muzzin
Patrick McDonald - Absent
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Lyndsay Wing
Devin Steele
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - January 21, 2025

- A. Motioned: Caitlyn Perry Dial, Jim Muzzin Support, Approved.
- B. President's Report -No Report
- C. Director's Report – A patron is upset with an interaction at a program. Cindy is investigating.

E. Budget Report

- a. Budget and Finance:
 - i. Resolution 25-006: To approve the payment of bills based on claims docket dated 02/04/2025 in the amount of \$32,681.77.
 - 1. Jim Muzzin Motions, Caitlyn Perry Dial supports
 - a. Jim noted payments for the audit and payroll software.
 - 2. Motion Approved
- b. Building: Arla McPeek - No Report
- c. Policy and Personnel: Patrick McDonald - No Report
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - The committee met prior to our full meeting to discuss the results and feedback of the current PR campaign as well as some small changes to the PR and Marketing Plan. Cindy will be providing the full board with more information on the success of the campaign at our next meeting.

Old Business

- A. ESTA Policy Update: The politics of the State Chambers have meant no new changes from the State.
 - a. Resolution 25-007: To approve the proposed revisions to Policy 202 - Time Away From Work, and to adopt Policy 210 - Sick Time and Policy 211 - Personal time, effective as of February 21, 2025 in accordance with State Law.
 - i. Caitlyn Perry Dial Motions, Jim Muzzin Supports. Motion Passes.

New Business

- 1. Parking lot lights are in the process of being replaced with LED.
- 2. Board Comments:
 - a. Caitlyn Perry Dial - Is speaking at the Library on Women's Suffrage.
 - b. Jim Muzzin- No Comment
 - c. Arla McPeek- No Comment
 - d. Dan Huth - No Comment
 - e. Devin Steele- No Comment
 - f. Lyndsay Wing - No Comment
 - g. Motion to Adjourn - Jim Muzzin, Caitlyn Perry Dial Supports
 - h. Meeting Adjourned - 7:59 pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, March 4, 2025

Attendees

James Muzzin
Patrick McDonald
Caitlyn Perry Dial - Absent
Daniel Huth
Arla McPeek
Lyndsay Wing
Devin Steele
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval Of Minutes - February 18th

- A. Motioned: Jim, Patrick, Passes
- B. President's Report -No Report
- C. Director's Report - Members of staff attended Hilton Elementary School's Career Day, the robots were a hit. Parking lot lights have been replaced with more energy-efficient bulbs.

E. Committee Report

- a. Budget and Finance:
 - i. Resolution 25-011: To approve the payment of bills based on claims docket dated 03/04/2025 in the amount of \$42,236.85.
 - 1. Jim Muzzin Motions, Dan Huth Supports
 - a. Jim noted a payment of \$7,000 for our auditor.
 - 2. Motion Approved
- b. Building: Arla McPeek - No Report
- c. Policy and Personnel: Patrick McDonald - No Report
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No report

Old Business

- A. ESTA Update
 - a. Director Mack provided a breakdown of the proposed changes in Policy 210
 - i. Sick time can be used in 1-hour increments
 - ii. Does not apply to minors
 - iii. Must work for the organization for 120 days
 - iv. Documentation must happen within 15 days
 - v. If someone is separated and rehired within 2 months, their accrued time will be reinstated.
 - vi. The Library is set up to implement these changes immediately
 - b. Resolution 25-012: To approve the revisions to Policy 210 - Earned Sick Time, as presented.
 - i. Jim Muzzin moves, Patrick McDonald supports.
 - ii. Motion Passes

New Business

- A. Board Comments:
 - a. Jim Muzzin- No Comment
 - f. Arla McPeck- No Comment
 - g. Dan Huth - No Comment
 - h. Devin Steele- No Comment
 - i. Lyndsay Wing - No Comment
 - j. Motion to Adjourn - Lyndsay Wing moves, Jim Muzzin Supports
 - k. Meeting Adjourned - 7:42 pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, April 1, 2025

Attendees

James Muzzin
Patrick McDonald
Caitlyn Perry Dial
Daniel Huth
Arla McPeck
Lyndsay Wing
Devin Steele
Cindy Mack – Director

Agenda

Call to Order 7:34

Approval Of Minutes - March 18, 2025

- A. Motioned: Jim Muzzin, Caitlyn Perry Dial Supports, Motion Approved
- B. President's Report -No Report
- C. Director's Report -
 - a. Two trees have fallen, one by the pavilion and one by the reading house.
 - i. The trees will be removed.
 - ii. Cost will be approximately \$1.5 or 1.6k
 - b. The youth aquarium has been having issues with murkiness and have been going back and forth with the fish company. For now, the fish are being fostered, and the decision regarding the long-term viability is still tbd. They are on "Spring and Summer Break".
 - c. IMLS Update: Cindy Mack updated the Board on the potential impact of the IMLS budget cuts. She assured the Board that the library is in a better position than some of our neighboring libraries to absorb the loss of funding. We would lose access to MEL and MELCAT, but we are not as dependent on those resources as standalone libraries that are not part of our shared system.

E. Committee Report

- a. Budget and Finance:
 - i. Resolution 25-017: To approve the payment of bills based on claims docket dated 04/01/25 in the amount of \$21,019.33
 - 1. Jim Muzzin Motions, Caitlyn Perry Dial supports, Motion Approved.
 - 2. Cindy adds that securing the rates for the CDs have been pushed until the next meeting.
 - ii. Resolution 25-018: To proceed with the Request for Proposals for Audit Services as presented. Jim Muzzin Motions, Dan Huth supports, Motion Passes

- b. Building: Arla McPeek -
 - i. The library received 2 bids, Fairview and SS Enterprise, Inc.
 - 1. SS Enterprise's bid has the recommendation for the committee.
 - 2. Resolution 25-020: To accept the quote from SS Enterprise, Inc. for the Brighton Room renovation project. Cost not to exceed \$65,000 with funding coming from the Capital Fund Account. Dan Huth Motions, Caitlyn Perry Dial Supports, Motion passes.
 - a. Lyndsay asks about the timeline. Cindy mentions that it will be a 2-3 week turnaround, depending on the cabinet makers.
- c. Policy and Personnel: Cindy reviewed the changes to Policy 102: Job Descriptions/Employee definitions based on the new Youth Employment Standards Act. Most of the new language is directly from the new law.
 - i. Resolution 25-019: To approve the revisions to Policy 102 - Job Descriptions/Employee Definition, as presented. Patrick McDonald Motions, Jim Muzzin supports, Motion passes
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No report, but loves the April Fools logo.

Old Business

New Business

- A. Board Comments:
 - a. Jim Muzzin- No Comment
 - b. Caitlyn Perry-Dial: Thanks for patience on her absences in March other than her presentation, which others noted was very well-received.
 - c. Patrick McDonald: Concerns were raised regarding the timeliness of the documents presented for the Board to review for tonight's meeting.
 - f. Arla McPeek- Commends the free seeds program located by the fireplace.
 - g. Dan Huth - No Comment
 - h. Devin Steele- No Comment
 - i. Lyndsay Wing - No Comment
 - j. Motion to Adjourn - Jim Muzzin Motions, Caitlyn Perry Dial Supports
 - k. Meeting Adjourned - 8:08pm

Respectfully Submitted by:

Daniel Huth - Secretary

Brighton District Library Committee Meeting

Tuesday, May 6 2025

Attendees

James Muzzin
Patrick McDonald - Absent
Caitlyn Perry Dial
Daniel Huth
Arla McPeek
Lyndsay Wing
Devin Steele
Cindy Mack - Director

Agenda

Call to Order 7:30

Approval of Minutes - April 15, 2025

- A. Motioned: Caitlyn Perry Dial, Lyndsay Wing supports, motion approved
- B. President's Report -No Report
- C. Director's Report - Brighton Room project will begin Monday with demolition, with the project hopefully done in early June.
 - a. Cindy is proposing a change to the committee schedule, moving the building committee up to the next meeting, and PR moved into June.
 - i. Director Mack is hoping to present an updated lighting and RFID bids.

E. Committee Report

- a. Budget and Finance: Resolution 25-025:
 - i. Jim Muzzin, Devin Steele supports, resolution passes
 - 1. \$250k is because of the check to open the CD
 - ii. The library has received 3 bids for the next audit.
 - 1. The committee recommends staying with Maner Costerisan
 - a. Cindy notes that through the life of the contract, we will save \$7,000
 - 2. Resolution 25-026: To approve Maner Costerisan's 3-year contract for audit services from 11/5-12/5 on year 3.
 - a. Jim Muzzin motions, Devin Steele supports, motion approved.
- b. Building: Arla McPeek - No Report, but the committee will meet on 5/2.

- c. Policy and Personnel: The committee looked at the 100 policies, and the attorney has been contacted for feedback. The Board will be receiving hard copies for the 5/20 meeting.
- d. Fundraising: Caitlyn Perry Dial - No Report
- e. Marketing and PR: Dan Huth - No Report

Old Business

New Business

A. Board Comments:

- a. Jim Muzzin- Diana's retirement is Friday from 5:30-7. He also asked Cindy for an update on the police incident. The police reported that they have dealt with the people involved in the past.
- b. Caitlyn Perry-Dial: Had a great time at Library Advocacy Day. Cindy and Caitlyn had a productive meeting with Rep. Bollin. Senator Theis was not available but she spoke with their staff.
- f. Arla McPeck- No Comment
- g. Dan Huth - He will be at the Parker Preserve event, also asked about what happens to the Friends Sale Books that don't sell. Cindy confirmed that they get recycled, but the amount of books in the container was not too large.
- h. Devin Steele- No Comment
- i. Lyndsay Wing - Hoping to be at the Preserve for the event.
- j. Motion to Adjourn - Caitlyn Perry Dial motions, Jim Muzzin supports
- k. Meeting Adjourned - 7:50 pm

Respectfully Submitted by:

Daniel Huth - Secretary

**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 Cromaïne 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

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
August 5, 2025

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

Attendance: Caitlyn Perry Dial, Arla McPeek, 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 McPeek – 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

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

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
October 7, 2025

Call to Order: The meeting was called to order by President Arla McPeek at 7:31 p.m.

Attendance: Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing and Daniel Huth arrived at 7:50 p.m.

Absent: Caitlyn Perry Dial and Patrick McDonald

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

Approval of Minutes: Moved by James Muzzin and seconded by Lyndsay Wing to approve the September 16, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public/No Public Comments

Staff Report: No Staff Report

President's Report: No President's Report

Director's Report: Director Mack reported that Lift and Level completed the sidewalk leveling on October 6th, eliminating the tripping hazards. The book returns had to be releveled after the process with the repair scheduled in the coming weeks. Director Mack also informed the board that the AMH equipment has arrived in Michigan with the installation occurring in later October.

Approval of Expenditures:

Treasurer Muzzin noted two invoices to Library Design Associates, one invoice to Lift and Level and one invoice to Suburban Electric Services are on the 10/7/25 docket to be paid.

Resolution #25-050

Moved by James Muzzin and seconded by Devin Steele to approve the payment of bills based on claims docket dated 10/07/2025 in the amount of \$69,742.15. Motion carried.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – No Report
2. Building/Technology: Chairperson: Arla McPeek – Locker Presentation by Director Mack later in this board meeting.
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – Absent/No Report
4. Public Relations: Chairperson: Daniel Huth – No Report
5. Policy/Personnel: Chairperson: Patrick McDonald – Absent/No Report

Unfinished Business: No Unfinished Business

New Business:

Director Mack is requesting approval to move funds from a maturing CD.

Resolution #25-051

Moved by James Muzzin and seconded by Lyndsay Wing to move all of the funds, principle and interest, of the FlagStar Bank CD that matures on October 14, 2025 into the Huntington Bank General Fund account. Motion carried.

Director Mack showed a brief video presentation on the Outdoor Locker System, distributed a detailed Bibliotheca Remote Locker Budgetary Solution Proposal and explained the benefits this system would provide.

Resolution #25-052

Moved by James Muzzin and seconded by Daniel Huth to approve the locker system proposal from Bibliotheca, including all hardware and software at a cost not to exceed \$37,500.00 with funding coming from the Capital Fund and the Annual Appeal. Motion carried.

Director Mack requested the closure of the Library on Friday, November 7th for a staff in service training since no events are scheduled at the Library on this day. Staff will receive training on the new Automated Materials Handling (AMH) equipment, Inspo-lab training for librarians, and a meeting on policy and procedure for the new equipment is planned. Carpet cleaning is also scheduled for this date.

Resolution #25-053

Moved by James Muzzin and seconded by Devin Steele to approve the closure of the Library on Friday, November 7th for the purpose of staff in-service training. Motion carried.

Board Comments: **Trustee Wing** is excited about the locker project and commented on how it will be a fun addition to the community and **President McPeck** agrees. **Trustee Steele** feels the locker project is a good idea and will be useful. **Secretary Huth** is excited about the project. **Treasurer Muzzin** commented on his father recently moving back to Michigan and being excited about the Library of Things collections available at local libraries.

Adjournment: Moved by James Muzzin and seconded by Devin Steele to adjourn the meeting at 8:22 p.m. Motion Carried.

NEXT MEETING

Tuesday, October 21, 2025

Respectfully submitted,
Tanya Garbacik, Recording Secretary

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
November 25, 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, Lyndsay Wing and Devin Steele arrived at 7:32 p.m.

Absent: None

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

Approval of Agenda: Moved by Caitlyn Perry Dial and seconded by Daniel Huth to approve the agenda. Motion Carried

Approval of Minutes: Moved by James Muzzin and seconded by Lyndsay Wing to approve the November 11, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comment

Staff Report: No Staff Report

President's Report: President McPeek requests the formation of a Nominating Committee comprising one seasoned/long-standing Board member and one new Board member.

Treasurer Muzzin proposed that, instead of forming a Nominating Committee, the Board determine position assignments internally. The proposed slate of candidates is as follows: Caitlyn Perry Dial: President; Daniel Huth: Vice-President; Lyndsay Wing: Treasurer or Secretary (position pending further review) Trustee Wing will meet with Treasurer Muzzin on December 16th to discuss the responsibilities of the Treasurer role. The Board is scheduled to vote on these positions during the first meeting in January.

Director's Report: Director Mack reported that the mural has been installed and still requires sealing and the addition of lighting. The cost for lighting will be covered by the building expense budget. The Livingston Women's Dove Tree is underway and all of the doves have been selected, and donations/gifts are currently being dropped off. This is a testament to the generosity of our community and staff. The Annual Appeal mailer and email were sent and donations are being received; a total amount is not yet available. The Winter Programming guide is included in all board packets. We commend Jen Osborne for her excellent work on this publication. Director Mack will be traveling for the Thanksgiving holiday weekend and Ed and Jen will be the managers on duty.

Approval of Expenditures:

Treasurer Muzzin noted the final invoice to Bibliotheca for the RFID project and the invoice to Rapasi Tile & Marble Inc. for the installation of the Pewabic Mural is on the 11/25/25 docket to be paid.

Resolution #25-057

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket 11/25/25 in the amount of \$106,452.20. Motion Carried.

Resolution #25-058

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payroll checks dated 10/23/2025 in the amount of \$54,967.93, dated 11/06/25 in the amount of \$54,511.61, and dated 11/20/25 in the amount of \$56,743.14. Motion Carried.

Director Mack provided an overview of the FY2024-2025 Budget Amendments with an accompanying memo and Exhibit A.

Resolution #25-059

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the FY2024-2025 Budget Amendments as prepared and presented in Exhibit and Attachments. Motion Carried.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – No Report
2. Building/Technology: Chairperson: Arla McPeck – The committee met tonight prior to this meeting. A request was received for the installation of automatic handicap buttons in the restrooms. To help minimize noise in the designated quiet zone, hanging signs will be ordered at an estimated cost of \$1,500. Additional lighting is needed for the mural. A project to replace all outdoor lighting in the circular drive was discussed. These lights will utilize a non-series circuit wiring configuration and the current estimate is less expensive than the costs incurred for similar lighting in 2013. We continue to rely on our great, reliable electrician who consistently works in our best interest. Last, it was noted that the flag is not properly lit; Director Mack will look into this.
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report
4. Public Relations: Chairperson: Daniel Huth – No Report
5. Policy/Personnel: Chairperson: Patrick McDonald – No Report

Unfinished Business:

Resolution #25-060: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to approve FY2025-2026 Strategic Goals as presented. Motion Carried.

President McPeck commented positively on the strategic goals document.

New Business:

Resolution #25-061: Moved by James Muzzin and seconded by Patrick McDonald to approve cancelling the December 2, 2025 Board Meeting. Motion Carried.

Resolution #25-062: Moved by Daniel Huth and seconded by Devin Steele to accept the quote from Suburban Electric Services to replace the bollard lighting in the circular drive at a cost not to exceed \$7,500 with funding coming from the Capital Improvement Fund. Motion Carried.

Board Comments: All board members extended a Happy Thanksgiving to all. Secretary Huth wanted to express thanks to Librarians Andrew and Nicole for their dedicated work at the local "Holiday Glow" event. They braved the cold weather to help attendees make snowflakes using 3D pens.

Adjournment: Moved by Caitlyn Perry Dial and seconded by Patrick McDonald to adjourn the meeting at 8:10 p.m. Motion Carried.

NEXT MEETING

Tuesday, December 16, 2025

Respectfully submitted,
Tanya Garbacik, Recording Secretary