

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
January 21, 2025

CALL TO ORDER: The meeting was called to order by President Arla McPeek at 7:30 p.m.

ATTENDANCE: Daniel Huth, Patrick McDonald, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing

Absent: Caitlyn Perry Dial

Staff: Director Cindy Mack, Assistant Library Director Ed Rutkowski, Jordan Sprunger, Diana Dart

APPROVAL OF AGENDA: Moved by Patrick McDonald and seconded by Dan Huth to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Dan Huth and seconded by Jim Muzzin to approve the Board Committee meeting minutes from January 7, 2025. Motion carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: Local History and Genealogy Librarian, Jordan Sprunger, supplied the Board with an update on the Livingston County Argus newspapers digitalization project. After contracting with Advantage Archives to complete the process, the database is now on the Library's website and available for research. Sprunger gave a multimedia demonstration of how to use the database, the variety of content on the site, and praised Advantage Archives for their expediency and expertise.

DIRECTOR'S REPORT: Director Mack reported on the success of the 2025 Annual Appeal slated to end February 28, 2025. Contributions have arrived from individuals and from matching funds ranging from humble amounts to a substantial Leadership Gift. A final report will be brought to the Board in March.

The Friends of the Library are considering a \$28,000.00 contribution to the Library for programs and special projects this year. In addition to their annual support, Director Mack has inquired about making a financial donation toward the renovation of the Brighton Room. The Friends' decision will be announced at their meeting on February 4, 2025.

The FY2023-2024 Library audit has begun. Director Mack and Library Accountant, Kristine Kerttu, have been submitting documents electronically and the auditor was in the building on Thursday, January 16, 2025. Mack complimented Kerttu for her outstanding recordkeeping and thanked Library Assistant Director, Ed Rutkowski, for his diligence when asked to prepare a lengthy and last-minute Technology Report.

Manor-Costerisan has served as the Library's Auditor since 2018. Mack will confer with the Finance Committee about sending out an RFP to search for a replacement as best practices recommends.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin pointed out the major expenses on the current docket as the Green Oak Township Tax Distribution, TLN services, and health insurance premiums to Blue Care Network.

RESOLUTION 25-004: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated January 21, 2025 in the amount of \$81,268.29. Motion carried.

RESOLUTION 24-005: Moved by Chairperson Jim Muzzin and seconded by Patrick McDonald to approve the payment of payroll checks dated December 19, 2024 in the amount of \$54,320.66, dated January 2, 2025 in the amount of \$52,536.42, and dated January 16, 2025 in the amount of \$52,765.76. Motion carried.

POLICY/PERSONNEL COMMITTEE: The Committee met before tonight's meeting to discuss the proposed changes to Policy 202: Time Away From Work, Policy 210: Earned Sick Time, and Policy 211: Personal Time to comply with the

ESTA mandate from the State of Michigan. The new law is set to go into effect on February 21, 2025. Chairperson Patrick McDonald stated that the full Committee had considered the changes and additions and agreed that they should be revised/added.

OLD BUSINESS: Referring to her memo, Implementation of Michigan Earned Sick Time Act, found in the Board packet, Director Mack explained the proposed changes in detail and the affect they will have on the staff and on the Library budget. President McPeek complimented the memo and the Director's explanation of this complicated issue. Due to ongoing debate at the legislative level, Mack recommended that the Board postpone their vote on the measure until the February 4, 2025 Board Committee Meeting to accommodate any changes that may occur.

NEW BUSINESS: A memo titled 2025 Committee Work and Future Planning prepared by Director Mack and found in the Board packet detailed the projects set forth in the Library's Strategic Plan and identified by the Board and administration. Each Committee's assignments were outlined and a proposed meeting schedule was presented. Major priorities include renovating the Brighton Room, the conversion to RFID, evaluation of fundraising efforts, investment strategies and planning the FY2025-2026 budget, review of personnel policies, and marketing initiatives and strategies. Mack emphasized that additional tasks may be added if needed. She also encouraged Board members to keep in contact with her regarding the proposed meeting dates and times.

BOARD COMMENTS: Dan Huth wants everyone to stay safe and warm. Patrick McDonald wished everyone Happy New Year. Arla McPeek reiterated her praise for Mack's detailed and helpful memos.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:27 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, February 4, 2025

Board Meeting – 7:30 p.m., Tuesday, February 18, 2025

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
February 18, 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, Assistant Library Director Ed Rutkowski, Diana Dart

Guests: Girl Scout Troop #40209

APPROVAL OF AGENDA: Moved by Jim Muzzin to approve the agenda with one change: move the Girl Scout Troop Special Presentation agenda item from its present order to after the Public Comments agenda item. Motion seconded by Caitlyn Perry Dial. Motion carried.

APPROVAL OF MINUTES: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the Board Committee meeting minutes from February 4, 2025. Motion carried.

PUBLIC COMMENTS: None

GIRL SCOUT TROOP SPECIAL PRESENTATION: Following preliminary inquiries and discussions with Director Mack, members of Girl Scout Troop #40209 proposed to the Board that they build and maintain (for one year) a community vegetable and herb garden to earn their Silver Award. Three Scouts narrated a PowerPoint explaining their impetus for selecting the project, the building, planting, and maintenance of the garden beds, and their reason for selecting the Library location. The presentation was very impressive and was met with enthusiasm by the Board members.

DIRECTOR'S REPORT: Referring to the Board packet, Director Mack gave a synopsis of the 2025 Library Public Relations Plan, including targeted activities and marketing initiatives. The Plan has detailed the goals and the defined roles within the organization, with emphasis on a positive customer experience. Accompanying the plan, Targeted Activities and Marketing Initiative in 2025, itemized the public relations/marketing activities for the upcoming year.

The FY2023-2024 audit is complete. A full report by the auditor will be presented to the Board at the March 18, 2025 meeting. As it stands, the Library will be adding \$167,808 to the fund balance, which will represent 29.4% of our total operating budget at the end of FY2024-2025. Explorations into future investments and building/maintenance priorities (current and long term), were briefly discussed and will require Committee recommendations.

The 2025 Annual Appeal will officially end on February 28th. A complete report will be available at the March 18, 2025 Board meeting. Meanwhile, the Fundraising Committee will meet on March 4, 2025 to review the results and to determine a plan going forward. The campaign has been immensely successful, generating nearly \$35,000.00 to date.

Director Mack noted that payroll fees were mistakenly withdrawn from our payroll account by MyPay Solutions. These fees include \$156.75 from the January 30th payroll and the \$154.60 from the February 13th payroll. Provisions have been made to rectify this error and to charge the fees to the Library's credit card going forward.

The St. Patrick's Catholic School students are currently exhibiting their art work in the Norma Gray Gallery. The school has been added to our rotation of Brighton Area Schools' art displays that run during March and April every spring. It is expected that other charter, private, and homeschool groups will be invited to participate in the coming years.

Director Mack, President McPeek, management staff, and frontline workers continue to contend with a problem patron refusing to follow Patron Behavior policies and causing workflow disruptions. The situation has been addressed using a number of methods, to no avail. Further action may need to be taken if the behavior persists.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin noted two major payments of winter tax distributions to the Northfield Township Library and the Salem-South Lyon Library equaling a major portion of the claims docket.

RESOLUTION 25-008: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated February 18, 2025 in the amount of \$300,009.93. Motion carried.

RESOLUTION 24-009: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated January 30, 2025 in the amount of \$54,534.89, and payroll checks dated February 13, 2025 in the amount of \$54,370.99. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeek met with committee by ZOOM on Tuesday, February 11th to review the PFB, the Girl Scout Silver Project, and the cost of electrical work in the building.

PLANNING/FUNDRAISING COMMITTEE: Chairperson Caitlyn Perry Dial announced a meeting on March 4th to discuss the results of the 2025 Annual Appeal and the fundraising and celebratory ideas for later in the year.

PUBLIC RELATIONS COMMITTEE: Chairperson Dan Huth reported that the Committee is working to determine the cost and implementation of the Public Relations/Marketing Plan.

POLICY/PERSONNEL COMMITTEE: Library administration and staff will be reviewing and updating the #100 Policies in March and April to bring to the Committee for consideration.

NEW BUSINESS: Drawing the Board's attention to the proposed Request for Bids – Local History Room Renovation document included in the Board packet, Director Mack invited Trustees to visit the Brighton Room. The space is original to the building and has crowded, mismatched shelving, worn cabinetry, and dated furnishings. The Director has been working with the Library's Genealogy and Local History Librarian, Jordan Sprunger, to assess the present-day storage and technology needs for the space. This has resulted in the formulation of the RFB presented to the Board for consideration.

RESOLUTION 24-010: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to proceed with the Request for Bids for the Brighton Room renovation project as presented. Motion carried.

Cindy Mack updated the Board on the noteworthy improvements made to the Charles and Albert Parker Families Nature Preserve by the Livingston Land Conservancy last year. A memo detailing the historical significance of the Preserve, donated to the Library in 1994 and protected by a permanent conservation easement held by the Conservancy, is in the Board packet. The Library participates in the Oversight Committee which recommends stewardship activities, events, and initiatives to support the health and integrity of the Preserve. Dan Huth stepped forward to represent the Library on the Committee. Improved landscaping and additional signage encouraging patrons to explore the Preserve is scheduled to be added to Millie's Garden this year.

BOARD COMMENTS: President McPeek complimented Head of Adult Services, Jennifer Osborne, on the creative and informative spring programming guide.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Dan Huth to adjourn the meeting at 8:27 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, March 4, 2025

Board Meeting – 7:30 p.m., Tuesday, March 18, 2025

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 18, 2025

CALL TO ORDER: The meeting was called to order by President Arla McPeek at 7:30 p.m.

ATTENDANCE: Daniel Huth, Arla McPeek, James Muzzin, Devin Steele, Lyndsay Wing

Absent: Caitlyn Perry Dial, Patrick McDonald

Staff: Director Cindy Mack, Assistant Library Director Ed Rutkowski, Diana Dart

Guests: Auditor Ailie Weaver, Manor Costerisan

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Lyndsay Wing to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Dan Huth to approve the Board Committee meeting minutes from March 4, 2025. Motion carried.

PUBLIC COMMENTS: None

SPECIAL PRESENTATION: Director Mack welcomed Ailie Weaver, auditor from the accounting firm Manor Costerisan, who guided the Board through the 2023-2024 audit report detailing the process and answering the questions put forward by Board members. A lengthy Q & A followed Ms. Weaver's declaration that the Library earned a "clean opinion," the best rating possible. As in previous years, there were no recommendations or findings and the audit was considered well executed and unmodified. Ms. Weaver declared the Library to be in solid financial health. She also acknowledged the outstanding working relationship that the auditing team enjoys with Director Cindy Mack and Library Accountant Kristine Kerttu.

Resolution 25-015: Moved by Board Treasurer Jim Muzzin and seconded by Dan Huth to accept the Fiscal year 2023-2024 Audit as presented. Motion carried.

DIRECTOR'S REPORT: Cindy Mack gave a brief report on the progress of the Brighton Room renovation. Identifying contractors for the project has been challenging. After following several consultations, she is now confident that she can bring at least two cost quotes to the Building Committee for consideration during their next meeting. A final vote on the Committee's recommendation will be held at the April 1, 2025 Board Committee Meeting. The Committee will also be considering a proposal for new lighting in identified areas.

The Library's attorney is in the process of assessing the recommended changes to the 100 Policies (Personnel) in the Library's Personnel Manual following a thorough review by the Management Team. The Policy Committee is scheduled to meet on April 15th to consider the modifications and present their opinion to the full Board for a vote.

Director Mack explained the significance of each category in the Statement of Revenue and Expenditures through the month of February that was provided in the Board packets. Statements are provided on a quarterly basis for Board members' review. Mack and the Board declared the Library to be in a good financial position, despite the current volatility in financial markets.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin reported that Committee met before the Board meeting tonight to discuss the audit report and to consider sending out Requests for Proposals to current and new auditing firms. Manor Costerisan has served in this capacity for a number of years and it is considered best practices to seek out this information. Future meetings will determine how to distribute/designate the assets in the fund balance and the consideration of investment opportunities.

RESOLUTION 25-013: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of bills based on the claims docket dated March 18, 2025 in the amount of \$93,046.58. Motion carried.

RESOLUTION 25-014: Moved by Chairperson Jim Muzzin and seconded by Devin Steele to approve the payment of payroll checks dated February 27, 2025 in the amount of \$54,079.44, and payroll checks dated March 13, 2025 in the amount of \$55,064.51. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeck stated that the Committee will be meeting on April 1st at 6:30 p.m.

PLANNING/FUNDRAISING COMMITTEE: Cindy Mack directed the Board to the 2025 Annual Appeal report included in the Board packet. Following a recent contribution of \$1,000.00 from the Ford Genealogy Fund, the total collected equaled \$39,100.00. A celebration following the completion of the Brighton Room renovation and the installation of the Pewabic tile mural (subjects of the fundraiser) is anticipated.

POLICY/PERSONNEL COMMITTEE: The Committee will meet on April 15th to review the updated 100 Policies of the Personnel Manual and to bring a proposal to the full Board for consideration.

NEW BUSINESS: The Library has received correspondence from the Community Foundation for Southeast Michigan regarding the Brighton District Library Endowment Fund. At the end of 2024, the endowment was valued at \$62,883.00. The available funds for distribution (grant award) are \$2,428.00. Director Mack shared the history of the fund and recommended that the Board wave the distribution amount and add it to the endowment.

RESOLUTION 25-016: Moved by Chairperson Jim Muzzin and seconded by Lyndsay Wing to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,438.00. Motion carried.

BOARD COMMENTS: None.

ADJOURNMENT: Moved by Jim Muzzin and seconded by Dan Huth to adjourn the meeting at 8:22 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, April 1, 2025

Board Meeting – 7:30 p.m., Tuesday, April 15, 2025

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
April 15, 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, Assistant Library Director Ed Rutkowski, Reference Librarian Teri Frank, Diana Dart

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 Committee meeting minutes from April 1, 2025. Motion carried.

PUBLIC COMMENTS: None

STAFF COMMENTS: A comprehensive presentation on the history, development, and management of the Library's relatively new vinyl collection was offered by Reference Librarian, Teri Frank. Following extensive research into the emerging trend, the collection was launched by Teri Frank in January 2024 and has been gaining popularity ever since. The goal is to have a checkout rate of 30% after three years. With an annual budget of \$1,200.00, the collection has grown to 154 LPs and four record players all available for checkout. President McPeek offered effusive praise for Ms. Frank's excellent report.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Six auditing firms have been invited by Director Mack to bid on providing auditing services to the Library. The proposals are due by April 30, 2025. The Finance Committee will review the proposals and make a recommendation to the Board at the May 6, 2025 meeting to interview multiple firms or to select one auditing firm to complete the work.

The Brighton Rotary Club will be having their *Annual Day of Service* at the Library again this year. Director Mack is the current President of the organization. Members will be performing various spring maintenance tasks such as spreading mulch, preparing Miss Carla's Reading House to reopen, picking up trash, and helping prepare a pathway to the sidewalk connection to the Parker Preserve.

Director Mack announced the retirement of Diana Dart on May 10, 2025. Various Trustees expressed congratulations and gratitude for her nearly 20 years of employment.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Chairperson Jim Muzzin noted major payments for health insurance premiums, Green Oak Township tax distributions, and the digital resource, Hoopla. During a brief discussion about the popularity of Hoopla, Director Mack indicated that the FY 2025-2026 budget will reflect the Library's research into patron demand for this product and for all electronic resources.

RESOLUTION: 25-021: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 15, 2025 in the amount of \$231,950.91. Motion carried.

RESOLUTION 25-022: Moved by Chairperson Jim Muzzin and seconded by Dan Huth to approve the payment of payroll checks dated March 27, 2025 in the amount of \$54,254.87, and payroll checks dated April 10, 2025 in the amount of \$55,299.29. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Arla McPeek announced that the Committee will be meeting in the Inspo-lab following the Board meeting to view the recently installed ceiling lights and to determine if, and/or where, similar new ceiling lights might be installed in the Library.

POLICY/PERSONNEL COMMITTEE: Director Mack announced that the Committee had to reschedule their meeting. The members will be contacted to find another mutually agreeable time to meet.

NEW BUSINESS: Director Mack and Library Accountant Kristine Kerttu, at the direction of the Board, have researched the options for purchasing a \$250,000.00 (six month) Certificate of Deposit. The Director is recommending Flagstar Bank with the (current) interest rate of 4.15%.

RESOLUTION 25-023: Moved by Chairperson Jim Muzzin and seconded by Caitlyn Perry Dial to approve the purchase of a Certificate of Deposit not to exceed six months for \$250,000.00 from Flagstar Bank with the funds coming from the Library's General Fund Balance. Motion carried.

Cindy Mack informed the Board that the large catch basin in the staff parking lot has collapsed and a smaller drain in the circular drive needs repair. The catch basin was last repaired in 2010 by Bob Myers Excavating. Director Mack is awaiting a quote from them for the current repair and has also received a quote from Nagle Paving, the contractor that reconstructed the Library's parking lot in 2018.

RESOLUTION 25-024: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve funding for repairs to the Library's parking lot at a cost not to exceed \$7,500.00 with funds coming from the Building Expense Account. It is further resolved that the Library Director is authorized to select a contractor to complete the work, contingent upon the receipt of acquired quotes. Motion carried.

BOARD COMMENTS: Caitlyn Perry Dial questioned the impact on electronic resources if the proposed federal cuts to library funding are carried out. Cindy Mack stated that the existing contracts have been paid through September and added that she will be attending a meeting on the subject later this week. **Arla McPeek** praised the informational bookmark *What happens if the Institute of Museum and Library Services is Eliminated?* produced for patrons as clear, concise and easy to understand.

ADJOURNMENT: Moved by Dan Huth and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:18 p.m. Motion carried.

Respectfully submitted,

Diana Dart, Recording Secretary

NEXT MEETING:

Board Committee Meeting – 7:30 p.m., Tuesday, May 6, 2025

Board Meeting – 7:30 p.m., Tuesday, May 20, 2025

Brighton District Library Committee Meeting

Tuesday, May 20 2025

Attendees

James Muzzin

Patrick McDonald

Caitlyn Perry Dial

Daniel Huth

Arla McPeck

Lyndsay Wing

Devin Steele

Cindy Mack - Director

Ed Rutkowski- Assistant Director

Agenda

Call to Order 7:30

Acceptance of Agenda:

- A. Caitlyn Perry Dial Motions, Jim Muzzin Supports; Agenda is Accepted

Approval of Minutes - May 6, 2025:

- A. Caitlyn Perry Dial Motions, Jim Muzzin Supports; Minutes Approved

Public Comments: No Comments

Staff Comments - Kelly Chynoweth, Youth Services

- A. Summer Reading begins June 8.
 - a. Theme: Color Our World
 - i. Points for reading, outdoor trail walks, attending events, visiting at the Farmer's Market
 - ii. Throughout the summer there will be lots of fun events centered around art and STEAM.
 - iii. Last year: 876 children registered with 55 programs with 3,000 attendees

President's Report -No Report

- B. Director's Report -
 - a. Summer newsletter went out last week.
 - i. Includes an Annual Review
 - b. Tax valuations have come in, and we are expected to rise by 4.84%, totaling \$121,000.
 - i. The Budget and Finance Committee will be meeting in June to give input on the initial draft of the next Annual Budget, including next steps for the increased revenue.
 - ii. Budget proposal will be presented to the full Board in August, with a vote on September 2.
 - iii. Tanya Garbacik has been hired as the new Administrative Assistant, and will begin on May 27th. She will begin taking minutes for all meetings beginning in June.

Committee Reports

- A. Budget and Finance:
 - a. Resolution #25-027: To approve the payment of bills based on claims docket dated 05/20/2025 in the amount of \$61,945.00
 - i. Jim Muzzin Motions, Caitlyn Perry Dial supports; Resolution Approved
 - ii. Jim Muzzin highlights the Brochure mailing and Blue Cross/Blue Shield payments in the docket.
 - b. Resolution #25-028: To approve the payment of payroll checks dated 04/24/2025 in the amount of \$54,559.63 and dated 05/08/2025 in the amount of \$54,328.84.
 - i. Jim Muzzin Motions, Patrick McDonald Supports; Resolution Approved
- B. Building: Arla McPeek - Met tonight, items to be discussed under new business
- 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

New Business

- A. Lighting Upgrades: Resolution #25-029: To Approve the lighting proposal from Suburban Electric Services for updated LED lighting at a cost not to exceed \$26,000 with funding coming from the Capital Fund.
 - a. Jim Muzzin Motions, Lyndsay Wing Supports; Resolution Approved
 - b. Building Committee endorses a full lighting remodel
 - c. Director Mack laid out that there is plenty of funds available in the Capital Fund
- B. AV Upgrades: Resolution #25-030: To approve the A/B Room Audio System Upgrades from AV Pro at a cost not to exceed \$5,500 with funding coming from the Capital Fund.
 - a. Caitlyn Perry Dial Motions, Dan Huth Supports; Resolution Approved
 - b. Proposal includes a microphone and a touchpad unified control that would make it much easier for everyone to use A/B room technology.
- C. RFID & AMH System Proposal: Resolution #25-031: To approve the RFID & AMH System proposal from Bibliotheca, including all hardware, software, and installation at a cost not to exceed \$170,000 with funding coming from the Capital Fund.
 - a. Jim Muzzin Motions, Caitlyn Perry Dial Supports; Resolution Approved 6 In Favor (James Muzzin, Patrick McDonald, Caitlyn Perry Dial, Daniel Huth, Arla McPeek and Lyndsay Wing) and 1 Not in Favor (Devin Steele).
 - b. TLN now requires their libraries to use RFID. Our library has begun placing tags provided by TLN on new materials.
 - c. Cindy and team met with Bibliotheca, Tech Logic and Envisionware
 - d. Benefits include Increased efficiency, improved accuracy, enhanced patron experience, and long-term cost savings
 - e. Assistant Director Ed Rutkowski laid out the improved process for circulation and sorting when using RFID

- i. Lyndsay asked about current check-in turnaround time. Director Mack says 24 hours would be the average estimate.
 - f. In addition to pads, checkout units, and Automated Materials Handling (AMH) infrastructure, we also need to rent 2 conversion kits to complete tag placement in 3 months or less.
 - g. Director Mack notes that we are in the minority for our size in not already adopting an RFID system.
 - h. Director Mack hopes we could see staff savings of \$15-20,000, which would cover the annual cost.
 - i. These are the harder positions to fill because of the limited hours and lack of benefits because of that.
 - ii. It can help with staff sick days
 - iii. It also provides a great customer experience because of the instant feedback.
 - iv. Initial funding comes from Capital Fund, additional expenses come from the technology budget.
- D. Board Comments:
 - a. Jim Muzzin- No Comment
 - b. Caitlyn Perry-Dial- Attended Diana's retirement party, it was beautiful.
 - c. Arla McPeek- No Comment
 - d. Dan Huth - No Comment
 - e. Devin Steele- No Comment
 - f. Lyndsay Wing - No Comment
 - g. Patrick McDonald- No Comment

Motion to Adjourn - Caitlyn Motions, Jim Supports; Meeting Adjourned - 8:42 pm

Respectfully Submitted by:

Daniel Huth - Secretary

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
June 17, 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, Patrick McDonald, Arla McPeek, 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 McPeek reminded the board that we will not have a meeting July 1st due to the 4th of July holiday that week. President McPeek 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 McPeek 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 McPeek: 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

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
July 15, 2025

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

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

Absent: Patrick McDonald

Staff: Director: Cindy Mack, Assistant Director: Ed Rutkowski, 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 Lyndsay Wing and seconded by Jim Muzzin to approve the June 17, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comments

Staff Report: Jennifer Osborne, Head of Adult Services, provided an update on the email tool/service called OrangeBoy. This tool/service allows us to email all patrons, or specific groups of patrons depending on demographic. OrangeBoy also collects circulation data which allows us to see how materials are being used. We can see how physical checkouts compare to digital checkouts (Libby and Hoopla), and how many patrons are using each from week to week. Jennifer's update also included how digital checkouts make up 24-27% of our total circulation and how that number continues to increase as people become more comfortable using technology. These patrons also like to be able to access materials without leaving their homes.

President's Report: No Report

Director's Report: Director Mack implemented the attorney's recommendations to the agenda and meeting minutes. These changes are detailed in a handout provided in the Board packet. Director Mack will present the initial draft budget at the first Board meeting in August. Mack provided a technology update regarding Neon Goldfish, the web design and maintenance company that, if provided the contract, will assist us in preparing our website for the 2026-27 ADA compliance deadline and ongoing website maintenance. Neon Goldfish has a month to month contract and strong references. Mack is pleased with the Summer Reading Challenge and the Foam Party was successful. Last, Director Mack updated the Board on the Brighton Room Project that is almost complete. The conference room table is expected to arrive on 7/16 and the shelving will be replaced by the end of August. The Brighton Room has lots of space with room to grow.

Approval of Expenditures:

Resolution #25-038 Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket dated 7/15/2025 in the amount of \$87,612.14. Motion Carried.

Resolution #25-039 Moved by Jim Muzzin and seconded by Devin Steele to approve the payment of payroll checks dated 6/18/2025 in the amount of \$55,251.16 and dated 07/03/2025 in the amount of \$54,178.25.

Committee Reports:

1. Budget & Finance: Chairperson: Jim Muzzin noted the Michigan Municipal League Liability Insurance was on the Claims Docket to be paid. Cindy will present the 2026 Draft Budget to the Board in August.
2. Building/Technology: Chairperson: Arla McPeek – No Committee Meeting/No Report
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – Committee Meeting Cancelled/Plan to Reschedule/No Report
4. Public Relations: Chairperson: Daniel Huth – No Committee Meeting/No Report
5. Policy/Personnel: Chairperson: Patrick McDonald (Absent)/No Report

Unfinished Business: No Unfinished Business

New Business: Lyndsay Wing emailed the Board a link to the Director's Evaluation Form and a paper version of this form was also provided in the board packet. Lyndsay is requesting the completed form by 7/30/25 and will compile the information to present to Board at the 8/19/25 Board Meeting.

Board Comments: Daniel Huth's girls attended the Foam Party and loved it. Caitlyn Dial Perry's boys were excited to attend the Escape Room. Devin Steele did not receive Lyndsay's email regarding the Director's Evaluation, Lyndsay will follow up to make sure Devin receives this email.

Adjournment: Moved by Arla McPeek and seconded by Caitlyn Perry Dial To adjourn the meeting at 8:15 p.m. Motion Carried

NEXT MEETING

Board Meeting - Tuesday, August 5, 2025

Respectfully submitted, Tanya Garbacik, Recording Secretary

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 1st 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 16th for the Building Committee and October 21st for the Public Relations Committee. **Director Mack** reminded the Board that the Library will be closed on Sunday, August 31st and Monday, September 1st 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 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 –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 McPeek – 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

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
September 16, 2025

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

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

Absent: Patrick McDonald and Devin Steele

Staff: Director: Cindy Mack 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 Lyndsay Wing and seconded by Daniel Huth to approve the September 2, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public Comments

Special Presentation: Girl Scout Troop 40209 Project Recap: The community garden project was considered a great success. The troop secured all necessary supplies using their own funds, with generous donations from local businesses and family members. The troop hosted a successful series of events around their community garden, including a Planting Party, Compost Dance Party, and Harvest Party. All events were well-attended and positively received. Options were presented to sustain the garden going forward. In recognition of their outstanding community service, President McPeek and Director Mack presented the troop with a certificate.

Staff Report: No Staff Report

President's Report: No President's Report

Director's Report: Director Mack reported that the tagging of the library collection is nearly complete, with approximately 90% of items now tagged. Contract worker Tina Fleischmann has assisted with this project for a few hours each week, working alongside volunteers and staff. Due to a delay in the shipment of the Automated Materials Handling (AMH) equipment, the previously scheduled Staff In-Service Day will be postponed to a date in November. Board approval of the new date will be requested once the equipment has arrived in Michigan.

As no Board members are available to attend the upcoming Livingston County Library Trustees and Directors Dinner and Training Session, Director Mack will RSVP accordingly.

A mailing promoting the valuable resources of the Inspo-lab was recently sent to households within our service area. This outreach has increased foot traffic to the Inspo-lab, and one patron complimented Nick for his outstanding work. Additionally, three staff members attended the Maker Space Conference to gather new ideas for the Inspo-lab's continued development.

The quarterly update on the Library's strategic goals was made available in the Board packet. Additionally, a discussion regarding next year's goals will be added to next month's agenda. Director Mack requests that Board members review the strategic plan in advance of next month's meeting.

Approval of Expenditures:

Treasurer Muzzin noted that two invoices to Bibliotheca (RFID project) and one invoice to Blue Care Network are on the 9/16/25 docket to be paid.

Resolution #25-048

Moved by James Muzzin and seconded by Daniel Huth to approve the payment of bills based on claims docket dated 09/16/2025 in the amount of \$88,205.89. Motion carried.

Resolution #25-049

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated 08/28/2025 in the amount of \$56,179.86, and dated 09/11/2025 in the amount of \$54,062.27.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – No Report
2. Building/Technology: Chairperson: Arla McPeek – The Committee meeting was held prior to this meeting and the following projects were discussed:
 - The Committee is investigating the possible addition of two outdoor book lockers. These lockers will allow patrons to scan their library cards to securely retrieve their reserved materials.
 - The Committee also began considering next year’s capital improvement priorities, including updating cabinetry in the work room, improved sound proofing throughout the building, additional outdoor sprinklers, and an HVAC assessment.
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report
4. Public Relations: Chairperson: Daniel Huth – No Report, Committee meeting on 10/21/25
5. Policy/Personnel: Chairperson: Patrick McDonald – Absent/No Report

Unfinished Business: No Unfinished Business

New Business: No New Business

Board Comments: Vice President Dial was impressed with the Girl Scout Troop 40209 Project and Treasurer Muzzin agreed. Muzzin also heard the Eagle Scout Troop Flag drop box information on WHMI and he looks forward to their special presentation in October.

Adjournment: Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:06 p.m. Motion Carried.

NEXT MEETING

Tuesday, October 7, 2025

Respectfully submitted,

Tanya Garbacik, Recording Secretary

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
October 21, 2025

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

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

Absent: Patrick McDonald and Devin Steele

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 James Muzzin and seconded by Daniel Huth to approve the October 07, 2025 Board meeting minutes. Motion carried.

Public Comments: No Public Comment

Special Presentation: Eagle Scout Drew Smith recapped the flag drop box project; he knew it would be popular, especially at first, but it has exceeded his expectations with over 350 flags dropped in just over two months. **President McPeek** commented that this project is a great success and that the drop box is in a perfect location. **Treasurer Muzzin** noted that it is great to have a public place to drop a flag. **Vice-President Dial** commented on how the Library is getting tagged on social media in regards to this project. **Director Mack** was very impressed with Eagle Scout Drew Smith and how he coordinated with our signage company and worked with them to get the signage to fit and flow with the existing signage. Mack appreciated that Smith thought of our Library to have this flag drop box and how this project services the community. Finally, **Director Mack** presented **Eagle Scout Drew Smith** with a Certificate of Appreciation.

Staff Report: No Staff Report

President's Report: President McPeek reminded the Board that the November Board Meetings will be November 11 and November 25. If Board members are not able to attend please notify both Director Mack and President McPeek; attendance is important to close the books. McPeek also requested a Nominating Committee to fill out a roster for all board positions for 2026. Caitlyn Perry Dial has stepped forward to take the role of Board President.

Director's Report: Director Mack noted that the Friends of the Library Fall book sale will take place from October 28 through November 2; and the Friends' Annual Meeting is scheduled for Tuesday, November 11. The Annual Appeal mailing will go out in mid-November to past donors and an email will go to all patrons similar to years past. Funds from the Annual Appeal will go to support the Library's general operations and non-designated donations will help fund the purchase of a new outdoor locker system. The In-Service day will take place on November 7th. The Brighton Chamber of Commerce has invited the Library to have a booth at the Christmas Market in downtown Brighton as part of the Holiday Glow celebration. The Jingle Jubilee, our annual Holiday Open House, will be held on Saturday, December 6. Tours and informational displays will be available of the Brighton Room renovation and the Pewabic Mural will be at the open house. Last, Director Mack pointed out the correspondence from 2 Dandelions Bookshop and their reading community is in the board packets. This correspondence shows the appreciation for the Library and its commitment to providing a diverse range of books.

Approval of Expenditures:

Treasurer Muzzin noted the invoice to Blue Care Network, the large end of year invoice to Ingram Library Services and the invoice to R. Gari Sign & Display, Inc. are on the 10/21/25 docket to be paid. Trustee Wing noted the invoice to Foster, Swift, Collins & Smith is also on the 10/21/25 docket to be paid and Director Mack explained this was in response to a FOIA request.

Resolution #25-054

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of bills based on claims docket dated 10/21/2025 in the amount of \$61,503.97. Motion carried.

Resolution #25-055

Moved by James Muzzin and seconded by Daniel Huth to approve the payment of payroll checks dated 09/25/2025 in the amount of \$55,154.06, and dated 10/09/2025 in the amount of \$54,578.69.

Committee Reports:

1. Budget & Finance: Chairperson: James Muzzin – No Report
2. Building/Technology: Chairperson: Arla McPeek – Ed’s informative tour will be the committee update.
3. Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report
4. Public Relations: Chairperson: Daniel Huth – No Report; tonight’s meeting will be rescheduled to December or January.
5. Policy/Personnel: Chairperson: Patrick McDonald – Absent/ No Report

Unfinished Business: No Unfinished Business

New Business:

FY 2026 Goals- **Director Mack** highlighted some of the goals for the FY 2025/2026 such as the implementing noise control solutions and conducting a wage and benefits study.

AMH Equipment & RFID self-checkout stations tour – Informative Tour given by Assistant Director Ed Rutkowski.

Board Comments: Secretary Daniel Huth and his daughter successfully used the Library’s self-check out.

Adjournment: Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:08 p.m. Motion Carried.

NEXT MEETING

Tuesday, November 11, 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 McPeek – 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 McPeek 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

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
December 16, 2025

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

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

Absent: Patrick McDonald and Devin Steele

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

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

Approval of Minutes: Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the November 25, 2025 Board meeting minutes, as amended. Motion carried.

Public Comments: No Public/No Comment

Staff Report: Andrew Puente, the Library's Outreach Services Librarian provided an overview of his roles and responsibilities, which include connecting the Library with local businesses; maintaining an active presence in the community by attending events such as Farmers' Markets and other community gatherings; overseeing the coordination of collection drives; and expanding senior services, among a variety of other duties.

President's Report: No Report

Director's Report: The Library Board will approve the 2026 meeting schedule and Library closures at the January 6 Board meeting. The Toys for Tots drive was highly successful, with more than 350 toys collected. This month's statistical report, along with a year-over-year statistical comparison, is included in the Board packets. Additionally, Director Mack updated the Board on several administrative matters, including issues with the payroll company related to its migration to new software and delays with the donor plaques. Finally, Director Mack provided an update on the patron incident that was reported to the Board last week.

Approval of Expenditures:

Treasurer Muzzin noted the down payment to Bibliotheca for the remote outdoor locker system is on the 12/16/25 docket to be paid. Trustee Wing inquired about the Cengage Learning Inc. payment and the Missionsquare payment on the 12/16/25 docket to be paid.

Resolution #25-063:

Moved by James Muzzin and seconded by Daniel Huth to approve the payment of bills based on claims docket 12/16/25 in the amount of \$95,298.71. Motion Carried.

Resolution #25-064:

Moved by James Muzzin and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated 12/04/25 in the amount of \$50,861.75. Motion Carried.

Committee Reports: No Committee Report

Unfinished Business: The 2026 Slate of Officers has been finalized and is scheduled for a formal vote during the January 6, 2026 meeting.

Board Comments: Board members collectively extended a 'Happy Holidays' to everyone. Secretary Huth specifically highlighted the success of the Jingle Jubilee, and Trustee Wing shared positive feedback regarding communication.

Adjournment: Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:23 p.m. Motion Carried.

NEXT MEETING

Tuesday, January 6, 2025

Respectfully submitted,
Tanya Garbacik, Recording Secretary