

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
January 20, 2026

Call to Order: The meeting was called to order by President Caitlyn Perry Dial 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 Arla McPeek and seconded by Daniel Huth to approve the agenda. Motion carried.

Approval of Minutes: Moved by James Muzzin and seconded by Daniel Huth to approve the January 6, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comment

Staff Report: Jordan Sprunger -Genealogy and Local History Librarian provided an overview of the past year highlighting the launch of the Brighton Argus database, a new digital photo scanner, the Brighton Room renovation, including new technology (smartboard, archival scanner and new printer) and furnishings.

President's Report: President Dial has committee assignments and will discuss in New Business.

Director's Report: Director Mack reported that to date, the annual appeal has collected \$18,488 and donations made in memory of Jane Petrie have collected \$1,525. The FY 2024-2025 audit process has begun and the auditor will be doing a site visit later this week. We have transitioned to a new payroll provider, Paychex, and the previous payroll provider was unable to correct the errors from the December 4 payroll before the end of the year. Based on the guidance from our auditor, to ensure the accuracy of staff W-2s, we will be absorbing these costs. Director Mack also reported that the Friends of the Library have committed to a donation of \$28,000 for programming and various other items. We have a full-time Youth Services Librarian position that will be divided into two 20-hour-per-week positions. Director Mack submitted the annual State Aid Report to the Library of Michigan in December and the Library Staff submitted its annual response to the DSLRT (Detroit Suburban Librarians Roundtable) survey in December.

Approval of Expenditures: Treasurer Wing noted the invoice to Northfield Township Library and Salem/South Lyon Library for Green Oak Township tax distribution is on the 1/20/26 docket to be paid.

Resolution #26-005: Moved by Lyndsay Wing and seconded by Arla McPeek to approve the payment of bills based on claims docket 1/20/2026 in the amount of \$104,178.84. Motion Carried.

Resolution #26-006: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of payroll checks and fees dated 12/18/2025 in the amount of \$54,339.52, dated 12/31/2025 in the amount of \$53,109.71, and dated 1/15/2026 in the amount of \$53,592.18. Motion Carried.

Committee Reports: No Committee reports: Committees have not met yet.

Unfinished Business: No Unfinished Business

New Business: 2026 Committee Meeting Schedule and Strategic Planning

Director Mack highlighted the memo - 2026 Committee Work and Future Planning. The Building/Technology Committee will identify potential future needs, with a timeline and costs. The Planning/Fundraising Committee will convene once the Annual Appeal has concluded and the report is finalized. This committee will plan next year's Annual Appeal, the bi-annual "Relax in the Stacks" donor event and the Library's 2028, 100th year celebration fundraiser. The Budget/Finance Committee will review the draft audit report, the draft Wage and Benefits Study and in June begin planning the FY26-27 budget. The Policy/Personnel Committee will review Section 200 – Employee Benefits and present recommended changes to the Board by early June. The Public Relations Committee will give feedback on marketing initiatives, strategies for 2026 and also begin planning our 100-year celebration. The Strategic Planning Committee will meet late summer to decide how strategic planning will go and how far into the future we plan. Director Mack shared the tentative committee dates and asked that if anyone has scheduling conflicts to notify her directly.

Board Comments: Trustee Muzzin complimented the new lighting in the circular drive. Director Mack will have the donor plaques in this area replaced. Treasurer Wing thanked President Dial for the committee assignments.

Adjournment: Moved by Arla McPeck and seconded by Daniel Huth to adjourn the meeting at 8:23 p.m. Motion Carried.

NEXT MEETING

Tuesday, February 3, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary