

**BRIGHTON DISTRICT LIBRARY**  
**Board Meeting Minutes**  
**February 3, 2026**

**Call to Order:** The meeting was called to order by President Caitlyn Perry Dial at 7:30 p.m.

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

Absent: Patrick McDonald, Arla McPeck and Devin Steele

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

**Approval of Minutes:** Moved by James Muzzin and seconded by Lyndsay Wing to approve the January 20, 2026 Board meeting minutes. Motion carried.

**Public Comments:** No Public/No Comment

**Staff Report:** No Staff Report

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

**Director's Report:** **Director Mack** scheduled Goyette Services for quarterly maintenance and an inspection of the pump noises. A follow-up visit was required on Saturday to replace a broken air handler belt, which had caused a leak due to humidity build-up. **Director Mack** gave a signage update: Brighton Room and Mural donor plaques are installed, two front "Check Out" signs were placed by the check out machines and one "Hello" sign was placed at the children's desk. The "Quiet" sign is in process and the outdoor lighting plaques will be replaced when the weather permits. **Director Mack** is currently prioritizing Staff Evaluations alongside the Wage and Benefits Study. **Trustee Muzzin** asked for an update on the Youth Librarian's open position and **Director Mack** informed the Board that interviews are scheduled for next week.

**Approval of Expenditures:** **Treasurer Wing** asked for clarification on the Pitney Bowes Bank, Inc. invoice on the 02/03/2026 docket to be paid. **Director Mack** explained it is to replenish the postage machine that staff uses for outgoing mail.

**Resolution #26-007:** Moved by Lyndsay Wing and seconded by Daniel Huth to approve the payment of bills based on claims docket dated 2/3/2026 in the amount of \$31,840.88. Motion Carried.

**Committee Reports:** As the committees have not yet met, no reports to present at this time.

**Unfinished Business:** No Unfinished Business

**New Business:** No New Business

**Board Comments:** No Board Comments

**Adjournment:** Moved by James Muzzin and seconded by Daniel Huth to adjourn the meeting at 7:46 p.m. Motion Carried.

**NEXT MEETING**

Tuesday, February 17, 2026

Respectfully submitted,  
Tanya Garbacik, Recording Secretary