

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
February 17, 2026

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

Attendance: Caitlyn Perry Dial, Patrick McDonald, Arla McPeek, Daniel Huth, James Muzzin, Devin Steele and Lyndsay Wing
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 Lyndsay Wing to approve the February 3, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comment

Staff Report: Jennifer Osborne, Head of Adult Services, presented an overview of the collection development process for both physical and digital items across the Adult and Youth departments. This overview detailed the selection criteria, budgetary allocation, and deselection (weeding) protocols, including an evaluation of physical versus digital trends.

President's Report: No President's Report

Director's Report: **Director Mack** reported that the auditor, Ailie Weaver, of Maner Costerisan, will be presenting the audit findings at the March 17 Board meeting. Should additional time be required to finalize the report, the presentation will be moved to the April 7 Board meeting.

Director Mack will be completing a Wage and Benefits Study in the coming months. A summary of this study will be presented to the Budget and Finance Committee at the March 17 meeting and to the Board later this spring. The summary will include the staff survey results, peer comparisons, and recommended adjustments to wages and benefits.

The donor signage for the outdoor bollards, mural, and the Brighton Room have all been installed. Quotes for handicap-accessible buttons in the public restrooms are being sourced and will be presented to the Building Committee at the March 3 meeting.

The Brighton Art Guild manages the Norma Grey Art Gallery, and they have made it accessible to local schools for special exhibitions. Student artwork from St. Pat's, Cheryl Stockwell Schools, and the Livingston Secular Homeschooling Group will be on display during the final two weeks of February.

Director Mack will be on vacation between Wednesday, February 19 and Monday, February 23. Ed Rutkowski will be the point of contact for any emergencies, etc.

Approval of Expenditures: **Treasurer Wing** noted that payments to Northfield Township Library and Salem/South Lyon Library are on the 2/17/2026 docket to be paid.

Resolution #26-008: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of bills based on claims docket 2/17/2026 in the amount of \$76,123.62. Motion Carried.

Resolution #26-009: Moved by Lyndsay Wing and seconded by Patrick McDonald to approve the payment of payroll checks and fees dated 1/29/2026 in the amount of \$54,572.79 and dated 2/12/2026 in the amount of \$54,311.47. Motion Carried.

Committee Reports:

Budget & Finance: Chairperson: Lyndsay Wing - No Report, Meeting on March 17, 2026

Building/Technology: Chairperson: Arla McPeek – No Report, Meeting on March 3, 2026

Planning/Fundraising: Chairperson: Caitlyn Perry Dial – Met prior to this Board meeting. Reviewed the Annual Appeal Report - Gross Revenue Collected \$19,208.00; Discussed the 100th year celebration in 2028, and the Relax in the Stacks at the end of August of 2026.

Public Relations: Chairperson: Daniel Huth – No Report, Meeting on April 7, 2026

Policy/Personnel: Chairperson: Jim Muzzin – No Report, Meeting on April 21, 2026 to review the 200 Employee Benefits Policies’ revisions and feedback are due from management today to Director Mack.

Unfinished Business: No Unfinished Business

New Business: No New Business

Board Comments: **Trustee Huth** and his daughters attended the “Valentine’s Day with Author Lisa Wheeler” and it was a good event, his daughters loved it. **Trustee McDonald** said “Happy Olympics”. **Trustee Muzzin** informed the Board of personal negative social media comments he was receiving. **Treasurer Wing** commented that Jennifer Osborne’s presentation was timely, since she recently noticed how clean and nice the library shelves are.

Adjournment: Moved by Arla McPeek and seconded by James Muzzin to adjourn the meeting at 8:14 p.m. Motion Carried.

NEXT MEETING

Tuesday, March 3, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary