

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
March 17, 2026

Call to Order: The meeting was called to order by Vice President Daniel Huth at 7:30 p.m.

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

Absent: Caitlyn Perry Dial, Patrick McDonald, and Devin Steele

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

Approval of Agenda: Moved by James Muzzin and seconded by Arla McPeek to approve the agenda. Motion carried.

Approval of Minutes: Moved by Arla McPeek and seconded by James Muzzin to approve the March 3, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comment

Staff Report: No Staff Report

President's Report: President Absent/No President's Report

Director's Report: **Director Mack** provided an update regarding the delay with the completion of the audit. Ailie Tomlinson, our auditor at Maner Costerisan is now planning on attending the Board meeting on Tuesday, April 7 to present the audit findings and address any inquiries the Board may have. To fulfill the state reporting obligations, the Board must pass a motion to accept the audit report once the presentation is complete. The annual "grant award" information from the Community Foundation for Southeast has been delayed and the year-end report is expected in early April. Due to this delay, this item will be addressed at the April 21 Board meeting.

The masonry work required to install the outdoor locker system came in at \$2,150 and Director Mack finalized the project with the contractor. Depending on the frost levels, the concrete will be poured in the coming weeks. It is our goal to have the project completed, including electrical and cabling, for a mid-April installation of the locker system.

Due to the delay of the audit, the Budget and Finance Committee meeting will be moved to Tuesday, April 7 at 6:30 p.m. The agenda will include a discussion of the outcomes of the audit, as well as a review of the draft findings from the Wage and Benefits Study. During that same meeting, Director Mack will seek the Committee's input on how best to diversify our fund balance. As in previous years, this will likely be accomplished through certificates of deposit, as that approach has worked well in the past. Any proposed fund transfers would likely be brought before the Board for approval at the April 21 meeting. The Wage and Benefits Study will be finalized and presented to the Board before the start of summer. With this scheduling change, the PR Committee will need to reschedule their meeting to a virtual meeting sometime in April.

The Policy Committee is scheduled to meet on April 21 to review the Employee Benefits - Section 200 Policies in detail. The policies have been sent to the Library's labor attorney, and once the attorney's proposed revisions are received, Director Mack will provide copies of the policies to Committee members. The Management Team has already conducted a thorough review of the policies prior to submitting them to the attorney for legal review. The goal is to have the Board approve the revised policies at the May 19 Board meeting, before the start of the summer.

The Board packet includes this year's first quarterly update regarding our Strategic Goals. This update provides a strong overview of those activities completed by staff over the last three months to meet our current goals and objectives. Also included in the Board packets the Statement of Revenue and Expenditures through the month of February. We remain in a strong financial position at the end of the first quarter of our fiscal year.

Director Mack is scheduled to be off between Wednesday, March 25 and Wednesday, April. Ed Rutkowski will be the point of contact for any emergencies during this time frame.

Approval of Expenditures: Treasurer Wing noted the invoices to Northfield Township Library and Salem/South Lyon Library are on the 3/17/2026 docket to be paid.

Resolution #26-011: Moved by Lyndsay Wing and seconded by Arla McPeek to approve the payment of bills based on claims docket 3/17/2026 in the amount of \$290,143.32. Motion Carried.

Resolution #26-012: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payroll checks and fees 2/26/2026 in the amount \$54,997.21 and dated 3/12/2026 in the amount of \$54,868.43. Motion Carried.

Committee Reports:

Budget & Finance: Chairperson: Lyndsay Wing – No Report, Due to the audit delay, Meeting on April 7.

Building/Technology: Chairperson: Arla McPeek – Director Mack to schedule meeting.

Planning/Fundraising: Chairperson: Caitlyn Perry Dial- Absent/ No Report

Public Relations: Chairperson: Daniel Huth – Director Mack to schedule meeting.

Policy/Personnel: Chairperson: Jim Muzzin – No Report, Meeting April 21, 2026

Unfinished Business: No Unfinished Business

New Business: No New Business

Board Comments: Trustee Muzzin inquired about the new payroll company and if it is going well, **Director Mack** said that the payroll company has been great so far. **Trustee Muzzin** informed the Board that the 2026 W2's will need overtime on a different line, **Director Mack** will confirm that this will be completed. **Secretary McPeek** expressed great admiration for the upcoming Library Hop, noting that it is an exceptionally innovative initiative.

Adjournment: Moved by James Muzzin and seconded by Arla McPeek to adjourn the meeting at 7:47 p.m. Motion Carried.

NEXT MEETING

Tuesday, April 7, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary