

**BRIGHTON DISTRICT LIBRARY**  
**Board Meeting Minutes**  
**April 21, 2026**

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

**Attendance:** Caitlyn Perry Dial, Patrick McDonald, Daniel Huth, James Muzzin, Devin Steele and Lyndsay Wing

**Absent:** Arla McPeek

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

**Approval of Agenda:** Moved by James Muzzin and seconded by Lyndsay Wing to approve the agenda. Motion carried.

**Approval of Minutes:** Moved by Patrick McDonald and seconded by Daniel Huth to approve the April 7, 2026 Board meeting minutes. Motion carried.

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

**Special Presentation:** Director Mack welcomed Ailie Weaver, auditor from the accounting firm Manor Costerisan, who guided the Board through the 2024-2025 audit report detailing the process and answering the questions put forward by Board members. Key explanations of the new pronouncements GASB Statement No. 101 and GASB Statement No. 102 were presented. Ms. Weaver stated that the Library earned a well-documented and overall clean audit. As in previous years, there were no recommendations or findings. Ms. Weaver reported 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.

**Staff Report:** No Staff Report

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

**Director's Report:** **Director Mack** will review facility and outdoor space goals with the Building Committee meeting on Tuesday, May 5, 2026.

**Approval of Expenditures:** **Treasurer Wing** noted the invoices to Johnson Controls Fire Protection, Northfield Township Library and Salem/South Lyon Library are on the 4/21/2026 docket to be paid.

**Resolution #26-015:** Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of bills based on claims docket 4/21/2026 in the amount of \$246,916.27. Motion Carried.

**Resolution #26-016:** Moved by Lyndsay Wing and seconded by Patrick McDonald to approve the payment of payroll checks and fees dated 3/26/2026 in the amount of \$53,706.39 and dated 4/9/2026 in the amount of \$52,732.97. Motion Carried.

**Committee Reports:**

Budget & Finance: Chairperson: Lyndsay Wing – Met on April 17 via zoom and discussed the FY 2024-2025 Audit, the Wage & Benefits Study, and the Funds to CD.

Building/Technology: Chairperson: Arla McPeck – Absent/No report -Meeting on May 5

Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No report

Public Relations: Chairperson: Daniel Huth – No report

Policy/Personnel: Chairperson: Jim Muzzin – Met prior to this meeting. Management and legal counsel have completed their review of the 200 policies. Director Mack will address remaining questions with the attorney, distribute updated copies on May 5, and present the policies for final board approval on May 19.

**Unfinished Business:****New Business:**

**Resolution #26-017:** Moved by Lyndsay Wing and seconded by James Muzzin to approve the Fiscal Year 2024-2025 Audit as presented. Motion Carried.

**Resolution #26-018:** Moved by James Muzzin and seconded by Daniel Huth to authorize Director Cindy Mack to prepare and submit the Rural Library Grant Program application and to execute all required documents and assurances on behalf of the Library, contingent upon the successful negotiation of terms with the Livingston Land Conservancy. Motion Carried.

**Resolution #26-019:** Moved by Lyndsay Wing and seconded by James Muzzin to approve the purchase of a Certificate of Deposit not to exceed six months for \$250,000 from Old National Bank with the funds coming from the Library's General Fund Balance. Motion Carried.

**Resolution #26-020:** Moved by Lyndsay Wing and seconded by Patrick McDonald to approve the purchase of a Certificate of Deposit not to exceed nine months for \$250,000 from Flagstar Bank with the funds coming from the Library's General Fund Balance. Motion Carried

**Board Comments:** Vice-President Huth is enjoying the Library Hop Passport Event and has visited 4 local libraries. Trustee McDonald commented that this was a good meeting. President Dial wished all a happy National Library Week and thanks to Director Mack, Assistant Director Rutkowski and Administrative Assistant Garbacik for National Library Workers Day.

**Adjournment:** Moved by James Muzzin and seconded by Daniel Huth to adjourn the meeting at 8:34 p.m. Motion Carried.

**NEXT MEETING**

Tuesday, May 5, 2026

Respectfully submitted,  
Tanya Garbacik, Recording Secretary