

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
May 19, 2026

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

Attendance: Caitlyn Perry Dial, Arla McPeek, Daniel Huth, James Muzzin, Devin Steele and Lyndsay Wing

Absent: Patrick McDonald

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

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

Approval of Minutes: Moved by Daniel Huth and seconded by Lyndsay Wing to approve the May 5, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comments

Staff Report: Ed Rutkowski and Diana Pierce – Locker Demonstration was postponed due to a power outage.

President's Report: No President's Report

Director's Report: Director Mack received the 2026 property tax valuations from the County Assessor's office, and the expected increase in Library property tax revenue is \$109,000, reflecting a 4.15% rise from the current fiscal year. Over the next month, Director Mack and Accountant Kristine Kerttu will review various budget components, including salaries, collections, and building expenses. Revenue will also be reviewed since penal fines are predicted to rise. The Budget and Finance Committee will be asked for recommendations on wages and benefits. Director Mack is once again recommending that the budget hearing and approval of the next fiscal year's budget be held on September 1, 2026. Director Mack asks to please share your availability for this meeting to achieve our quorum requirements. Director Mack announced that Lindsay Brandon is our new Youth Services Librarian and started on Monday, May 11. The Library's summer newsletter was mailed to residents this week. The newsletter has a FY2025 financial snapshot, invitation for the community to participate in the Summer Reading Challenge and announced the 2026 Summerfest on Sunday, June 7 from 1-3. Director Mack thanked Jen Osborne for doing a wonderful job on the newsletter. The Brighton Garden Club has begun their 2026 stewardship schedule in Millie's Garden. The Library will be closed on Sunday, May 24 and Monday, May 25 for the Memorial Day holiday weekend. The Planning/Fundraising Committee is organizing "Relax in the Stacks" on September 18, from 5:30 p.m. to 7:30 p.m. We hope most of the Board can make it to help greet and welcome patrons at the door.

Approval of Expenditures: Treasurer Wing stated there are no invoices to call out on the 5/19/2026 docket.

Resolution #26-022: Moved by Lyndsay Wing and seconded by Arla McPeek to approve the payment of bills based on claims docket 5/19/2026 in the amount of \$61,019.06. Motion Carried.

Resolution #26-023: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payroll checks and fees dated 4/23/2026 in the amount of \$52,640.36 and dated 5/7/2026 in the amount of \$51,750.82. Motion Carried.

Committee Reports:

Budget & Finance: Chairperson: Lyndsay Wing – No Report

Building/Technology: Chairperson: Arla McPeek – Next Meeting June 2; Resolution 26-026

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

Public Relations: Chairperson: Daniel Huth – No Report

Policy/Personnel: Chairperson: Jim Muzzin – No Report; Resolution 26-024 & 26-025

Unfinished Business: No Unfinished Business

New Business:

Director Mack reviewed and explained all proposed updates to Section 200- Employee Benefits and Policy 104-Working Conditions in the Personnel Manual.

Resolution 26-024: Moved by James Muzzin and seconded by Daniel Huth to adopt the revised changes as amended tonight to Section 200- Employee Benefits in the Personnel Manual. Motion Carried.

Resolution 26-025: Moved by James Muzzin and seconded by Daniel Huth to adopt the revised changes to Policy 104-Working Conditions in the Personnel Manual. Motion Carried.

Director Mack reviewed the updated quote and the ADA requirements provided by our attorney for the three restroom door openers. Trustee Muzzin’s concern is whether the system features a manual override to ensure the doors can still be opened during a power outage. Director Mack will confirm this capability before she signs the proposal.

Resolution 26-026: Moved by Arla McPeek and seconded by Lyndsay Wing to accept the quote from Assa Abloy to add swing door operators to the public restrooms at a cost not to exceed \$13,000 with funding coming from the Capital Fund. Motion Carried.

Board Comments: No Board Comments

Adjournment: Moved by Caitlyn Perry Dial and seconded by James Muzzin to adjourn the meeting at 8:18 p.m. Motion Carried.

NEXT MEETING

Tuesday, June 2, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary