

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
June 16, 2026

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

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

Absent: Patrick McDonald and Devin Steele

Staff: Director Cindy Mack, Assistant Director Ed Rutkowski, Youth Librarian Kelly Chynoweth, and Administrative Assistant Tanya Garbacik

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

Approval of Minutes: Moved by James Muzzin and seconded by Daniel Huth to approve the June 2, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comments

Staff Report: Youth Librarian Kelly Chynoweth updated the Board on the Summer Reading Program that was officially kicked off at Summerfest on June 7. We welcomed a crowd of 764 community members who enjoyed fantastic performances by the Jumpin Allstars, Dino Den, Crazy Craig, and lots of other fun activities. 623 local kids have already stamped their way into our Dino-themed Summer Reading Program! We are fortunate to have a generous community, including new businesses like Stemville, that have donated an exciting lineup of prizes for our young readers. Our staff regularly stops by or calls local businesses to ask for prize sponsorships and we have long-standing partners who support us year after year without a formal request. We have planned events almost daily all summer long! Outdoor concerts at The Amp, Music of Africa, a Foam Party, Wildlife Safari, a special performance by Jim Gill at 242 Community Center with neighboring libraries, and much more. We've designed a season of activities with broader age ranges in mind.

President's Report: **President Dial** announced and congratulated **Director Mack** on being awarded a SE Michigan Rural Library Grant in the amount of \$71,500 to conduct an environmental review and feasibility analysis to evaluate the viability of constructing a trail and boardwalk to connect the library property to the Charles and Albert Parker Families Nature Preserve. Funding will support professional consulting, planning, and engineering service fees. Funds are provided upfront and require the submission of receipts, with any unspent balance to be refunded.

President Dial also reminded Daniel Huth, James Muzzin and Lyndsay Wing to file to run for reelection. James Muzzin has decided not to seek re-election to the board of directors.

Director's Report: **Director Mack** stated we will be holding our Budget Hearing and approve the Fiscal Year 26-27 Budget at our first meeting in September; scheduled on Tuesday, September 1, 2026. The FY25-26 Quarterly Goals Update and the May Financials are included in the Board packets for your review. We remain in a strong financial position halfway through the fiscal year. The decline in PPT revenue will be counterbalanced by an increase in penal fine allocations. **Director Mack** will be attending the American Library Association Annual Conference in Chicago from June 26 through June 30 and will be visiting family in the Upper Peninsula leaving the evening of July 2 and returning on July 6. No Friday updates for the next couple of weeks, just email updates as needed. Reminder no July 7 Board Meeting.

Approval of Expenditures: Treasurer **Lyndsay Wing** noted Bibliotheca's service and maintenance invoice, Northville Township Library and Salem/South Lyon Library are on the 6/16/2026 docket to be paid.

Resolution #26-028: Moved by Lyndsay Wing and seconded by Arla McPeck to approve the payment of bills based on claims docket 6/16/2026 in the amount of \$76,569.72. Motion Carried.

Resolution #26-029: Moved by Lyndsay Wing and seconded by Arla McPeck to approve the payroll checks and fees dated 5/21/2026 in the amount of \$53,312.89 and dated 6/4/2026 in the amount of \$53,053.55. Motion Carried.

Committee Reports:

Budget & Finance: Chairperson: Lyndsay Wing – Met prior to this meeting to review the Wage and Benefits Study, discuss adjustments to the retirement savings rate, and explore local banks offering better interest rates. Cindy will bring recommendations on the local banks to the July Board meeting.

Building/Technology: Chairperson: Arla McPeck – No Report

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

Public Relations: Chairperson: Daniel Huth – No Report

Policy/Personnel: Chairperson: Jim Muzzin – No Report

Unfinished Business: No Unfinished Business

New Business: * Library Director 360 Degree Review

President Dial requested volunteers from the Board to oversee the Director's 360-degree review. This comprehensive, multi-source performance appraisal method gathers anonymous feedback from everyone the director interacts with at work, including staff, community members, MLA, TLN, United Way, and the Rotary Club. **Trustee Muzzin** and **Treasurer Wing** volunteered to oversee the review, with **Assistant Director Rutkowski** and **Administrative Assistant Garbacik** assisting with coordination.

Board Comments: **Vice President Huth** commended the staff for their outstanding work on Summerfest, noting that the event provided a highly enjoyable experience for all who attended. **Treasurer Wing** agreed that Summerfest was great and the fudgsicles got rave reviews. She also requested a timeline for the Library Director 360 Degree Review. **Director Mack** responded that this should be finalized by the 2nd meeting in August (August 18) since recommendations are required at that meeting. **President Dial** requested that all evaluations be completed by August 1.

Adjournment: Moved by James Muzzin and seconded by Daniel Huth to adjourn the meeting at 8:04 p.m. Motion Carried.

NEXT MEETING

Tuesday, July 21, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary