BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
July 21, 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, Daniel Huth, James Muzzin, and Lyndsay Wing
Absent: Arla McPeek and Devin Steele
Staff: Director: Cindy Mack, Assistant Director: Ed Rutkowski, Head of Adult Services: Jennifer Osborne, and Administrative Assistant: Tanya Garbacik

Approval of Agenda: Moved by Patrick McDonald and seconded by James Muzzin to approve the modified agenda; adding Director's Review under Unfinished Business. Motion carried.

Approval of Minutes: Moved by Daniel Huth and seconded by James Muzzin to approve the June 16, 2026 Board meeting minutes, with one spelling correction. Motion carried.

Public Comments: No Public/No Comments

Staff Report: Jennifer Osborne, Head of Adult Services, provided an update on OrangeBoy, the Library's email and data analytics tool. By tracking circulation data and patron behavior, OrangeBoy offers valuable insight into how library materials are utilized. Data from the two years since OrangeBoy's launch reveals a clear upward trend in digital resource usage. Meanwhile, Hoopla engagement remains consistently strong, and children's books maintain their high popularity across the community.

President's Report: No President's Report

Director's Report: Director Mack stated that the 2026 Salary, Wage & Benefits Study are in the Board packets and will be discussed in detail at the first meeting in August. The budget will continue to be developed through the month of August and a final draft will be brought to the Board for approval at the September 1 meeting, which will also be the date of the required Budget Hearing.
The Summer Reading Challenge is experiencing strong engagement, with participation numbers exceeding last year.
Director Mack reported that the former Custodian/Handyman resigned at the end of June. The weekend cleaning company has been able to provide additional coverage during weeknights, allowing us to maintain the Library's cleaning and maintenance needs while the position remains vacant. Interviews for this position will start next week.
A sprinkler head developed a leak resulting in soft ground that was damaged by the riding lawn mowers. Additionally, after the tree roots were ground near the patron parking lot, several areas are bare that will require restoration. The area surrounding the Library's corner sign will need to be reseeded. To address these issues, Director Mack has contacted our landscaping contractor to determine whether they can clean, prepare, and reseed each of these areas over the coming weeks.
Thursday, July 16 Director Mack met with Sara Thomas from the Livingston Land Conservancy to begin discussing the Wilson grant award and develop a plan to move the project forward. An RFP has been previously developed and the primary focus over the coming weeks will be identifying and evaluating potential consultants so the Board can select the best fit for the project.
Director Mack has scheduled two upcoming facility updates. On Friday, July 24, our new handicap accessibility buttons will be installed. Following this, parking lot maintenance is scheduled for Sunday, July 26. We will be repairing surface cracks with an environmentally friendly compound designed to prolong the life of the lot.

Approval of Expenditures:
Treasurer Wing noted the large docket due to only one Board meeting in July.

Resolution #26-030: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of bills based on claims docket 7/21/2026 in the amount of $139,249.81. Motion Carried.

Resolution #26-031: Moved by Lyndsay Wing and seconded by Patrick McDonald to approve the payroll checks and fees dated 6/18/2026 in the amount of $54,182.49, dated 7/2/2026 in the amount of $55,059.24, and dated 7/16/2026 in the amount of $53,192.91. Motion Carried.

Committee Reports:
Budget & Finance: Chairperson: Lyndsay Wing – The Budget is still in process and will be presented to the Board at the first meeting in August.

Building/Technology: Chairperson: Arla McPeek – No Report

Planning/Fundraising: Chairperson: Caitlyn Perry Dial – Met prior to this meeting to discuss the "Relax in the Stacks" event taking place on September 18, 2026. The group also discussed next year's strategic planning process as well as the Library's 100th-anniversary celebration in 2028. The next scheduled meeting will take place in November.

Public Relations: Chairperson: Daniel Huth – No Report

Policy/Personnel: Chairperson: Jim Muzzin – No Report

Unfinished Business: Director's Review

Treasurer Wing requests that all Board members fill out the Director's Review Report by July 31. **Trustee Muzzin** met with staff to gather input and feedback on July 16 and it went well. **Trustee Muzzin** and **Treasurer Wing** will meet with **Director Mack** on August 14 to complete the 360-degree Director Review.

New Business:

Director Mack recommended moving excess funds into a new account at MSU Federal Credit Union. In addition to offering competitive rates, MSU Federal Credit Union is a strong community partner that actively supports local organizations through grants, sponsorships, and funding opportunities.

Resolution #26-032: Moved by Lyndsay Wing and seconded by Daniel Huth to authorize the closure of the Library's Chase Business Total Savings Account; transferring approximately $47,009 from that account, together with additional funds from the Library's fund balance, to a new insured money management account at MSU Federal Credit Union, for a total initial deposit of $200,000. This resolution also authorizes the Library Director to establish the new account and execute all necessary banking documents. Motion Carried.

Board Comments: No Board Comments

Adjournment: Moved by Lyndsay Wing and seconded by Patrick McDonald to adjourn the meeting at 8:24 p.m. Motion Carried.

<u>NEXT MEETING</u>
Tuesday, August 4, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary