

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
August 18, 2026

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

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

Absent: Patrick McDonald, Arla McPeck, and Devin Steele

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

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

Approval of Minutes: Moved by James Muzzin and seconded by Lyndsay Wing to approve the August 4, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comments

Staff Report: No Staff Report

President's Report: No President's Report. **President Dial** will be at a conference and unable to attend the Board meeting on October 20, 2026.

Director's Report:

Director Mack reported on tentative meeting dates that have been scheduled for committee meetings as follows:

Building Committee: Tuesday, September 15 @ 6:30 p.m. This meeting is to review the RFP for the Parker Preserve Project, review a quote for additional security cameras, and discuss building priorities for next fiscal year.

Public Relations Committee: Tuesday, October 20 @ 6:30 p.m. This meeting is to discuss the 2027 public relations strategies that we hope to implement.

Planning/Fundraising Committee: Tuesday, November 24 @ 6:30 p.m. During this meeting, the Committee Will review the tentative plans for the Library's 100th Anniversary celebration.

Wilson Grant/Parker Preserve Update- Currently receiving final input from Sara Thomas, President/Land Acquisition - Livingston Land Conservancy. Project is progressing smoothly.

Director Mack was pleased with the 2026 Summer Reading Challenge, with strong programming and participation numbers. The success is due to generous business sponsors and an exceptional staff.

Thank you to Jennifer Osborne for the great job on the Fall Brochure that is in the Board Packet.

Last, **Director Mack** celebrated her 10-year anniversary at the Brighton District Library earlier this month (August 3, 2016).

Approval of Expenditures: **Treasurer Wing** noted the ASSA Abloy invoice for the actuator (automated doors) to the restrooms, Northfield Township Library, Royal Oak Public Library and Salem/South Lyon Library invoices are on the 8/18/2026 docket to be paid. Director Mack noted that the Suburban Electric Services invoice is slightly higher than expected due to more time needed to install the automated door's electrical needs, but this increase does not affect the budget.

Resolution #26-034: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of bills based on claims docket 8/18/2026 in the amount of \$79,573.52. Motion carried.

Resolution #26-035: Moved by Lyndsay Wing and seconded by Daniel Huth to approve the payroll checks and fees dated 7/30/2026 in the amount of \$52,764.69, and dated 8/13/2026 in the amount of \$52,771.62. Motion carried.

Committee Reports:

Budget & Finance: Chairperson: Lyndsay Wing – FY26-27 Draft Budget will be discussed in Unfinished Business portion of the agenda; approval of the budget is scheduled for the September 1, 2026 meeting.

Building/Technology: Chairperson: Arla McPeck – No Report

Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report, Received the beautiful invite for the Relax in the Stacks event.

Public Relations: Chairperson: Daniel Huth – No Report

Policy/Personnel: Chairperson: Jim Muzzin – No Report

Unfinished Business: **Director Mack** reported that there are no changes to the proposed FY26-27 Budget since the last Board meeting, she provided some clarifying information regarding Miscellaneous Revenue and Miscellaneous Expenses.

New Business:

MSU Federal Credit Union requires a resolution to add Assistant Director Ed Rutkowski as an authorized signer on the Brighton District Library accounts.

Resolution #26-036: Moved by James Muzzin and seconded by Lyndsay Wing to authorize MSU Federal Credit Union to add Edward Rutkowski, Assistant Director, as an authorized signer on all Brighton District Library accounts, and be it further resolved, that the Board authorizes the Library Director to execute any documents necessary to implement this resolution. Motion carried.

Treasurer Wing noted the highlights of the Director Evaluations from the Board were the Friday emails, Quarterly reports, short- and long-term goals, personal relationships and the Wage and Benefit study. **Trustee Muzzin** met with staff on July 16 and received only positive and supportive feedback.

Resolution #26-037: Moved by Lyndsay Wing and seconded by James Muzzin to authorize a 4.2% raise incorporated in the FY26/27 Proposed Budget for Director Cindy Mack for another year of excellent service to the Brighton District Library. Motion carried.

Director Mack's response is that she is very grateful and that her success is due to a supportive Board and staff.

Board Comments: Treasurer Wing is unable to attend the September 1, 2026 Board meeting.

Adjournment: Moved by James Muzzin and seconded by Daniel Huth to adjourn the meeting at 7:53 p.m.
Motion Carried.

NEXT MEETING

Tuesday, September 1, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary