

BRIGHTON DISTRICT LIBRARY
Board Meeting Minutes
September 15, 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, Arla McPeck, James Muzzin, Devin Steele and Lyndsay Wing
Absent: Patrick McDonald
Staff: Director: Cindy Mack, Youth Services Librarian Jennifer Erridge, and Administrative Assistant: Tanya Garbacik

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

Approval of Minutes: Moved by Arla McPeck and seconded by James Muzzin to approve the September 1, 2026 Board meeting minutes. Motion carried.

Public Comments: No Public/No Comment

Staff Report: Jennifer Erridge, Youth Services Librarian, presented an update on the Summer Reading Challenge and previewed the upcoming Fall programming lineup.

Summer Reading Challenge Updates:

2026 Wrap-Up: review of the final statistics and metrics for the 2026 "Unearth a Story" Summer Reading Challenge, noting a successful season.

2027 Theme Announcement: The theme for the 2027 Summer Reading Challenge was officially announced as "Mysteries Await at Your Library." Planning and preparation for the 2027 challenge will start in January.

Upcoming Fall Programs:

Monthly Pokémon Club: A new program for youth ages 8–12 will feature themed activities and snacks.

Letters between Libraries: Launching on Monday, September 28, this nationwide initiative will match local participants with pen pals from over 40 participating libraries.

BDL Boo Bash: Scheduled for Thursday, October 15, the event will feature a lineup of community vendors and organizations, a spooky walk-through in the nature preserve, complimentary cider and doughnuts, and a "Mad Science Lab" activity.

President's Report: No President's Report

Director's Report: Director Mack provided an update on the upcoming "Relax in the Stacks" event: Due to this event Director Mack will not be sending a Friday update email this week.

Friday, October 2 will be the staff in service day that will include morning meetings and the Howell Nature Center for outdoor team-building exercises and activities. The carpets, upholstered furniture and tiled restroom floors will be professionally cleaned this day.

At the end of September, a fall postcard will be mailed to all 29,000+ households promoting three of our larger events taking place in the coming months. The BDL Boo Bash, the BDL Book Fest and our annual Jingle Jubilee holiday celebration.

The Quarterly Financial Update was provided to the Board with the Revenues and Expenditures for August 2026, we are tracking well financially. **Trustee Muzzin** requested clarification regarding the current balance of the petty cash fund. **Director Mack** confirmed the total of traditional petty cash on hand. In addition, she will verify the total cash-on-hand breakdown with staff and provide clarification to the Board.

Approval of Expenditures: **Treasurer Wing** noted that The New York Times invoice is on the 9/15/2026 docket to be paid.

Resolution #26-041: Moved by Lyndsay Wing and seconded by James Muzzin to approve the payment of bills based on claims docket 9/15/2026 in the amount of \$57,722.54. Motion carried.

Resolution #26-042: Moved by Lyndsay Wing and seconded by Daniel Huth to approve the payroll check and fees dated 8/27/2026 in the amount of \$53,284.10, and dated 9/10/2026 in the amount of \$53,974.76. Motion carried.

Committee Reports:

Budget/Finance: Chairperson: Lyndsay Wing – No Report. Treasurer Wing congratulated the Board and staff for the FY2026/27 Budget passing

Building/Technology: Chairperson: Arla McPeck – Met prior to this meeting and discussed four topics:

An update was provided regarding the **Request for Proposal (RFP) to connect the Library to the Parker Preserve** and the RFP will be distributed to the Board in both hard copy and electronic formats.

Proposed Timeline:

October 6, 2026: Target date for Board approval of the RFP

October 8, 2026: RFP distributed to prospective bidding vendors

October 31, 2026: Submission deadline for vendor bids

November 10, 2026: Targeted vendor selection date

A proposal was introduced to add five new **security cameras** that will integrate seamlessly with the Library's existing system. **Assistant Director Rutkowski** will obtain an updated quote and proposal encompassing the new cameras, an updated server, and installation labor costs. The updated proposal will be presented to the Board for review and approval at a future meeting.

The committee discussed conducting a comprehensive **reserve study**. A business specializing in capital reserves is being considered to evaluate the Library's current physical assets, project their remaining useful life, and establish a savings timeline to fund future repairs and replacements.

Last, discussions regarding the **100th Anniversary Celebration in 2028**. The primary focus will be fundraising for renovations, possibly to the reading and teen areas. It will be a goal to gather community input to explore renovation options during next year's strategic planning process.

Planning/Fundraising: Chairperson: Caitlyn Perry Dial – No Report. Relax in the Stacks will be held this Friday, September 18, 2026.

Public Relations: Chairperson: Daniel Huth – No Report.

Policy/Personnel: Chairperson: Jim Muzzin – No Report.

Unfinished Business: No Unfinished Business

New Business: No New Business

Board Comments: Trustee Muzzin loves the new PR items; notebook and pen. Vice President Huth is looking forward to visiting the Inspo-lab to create a 3D printer fidget with his child.

Adjournment: Moved by Arla McPeck and seconded by Lyndsay Wing to adjourn the meeting at 8:11 p.m. Motion Carried.

NEXT MEETING

Tuesday, October 6, 2026

Respectfully submitted,
Tanya Garbacik, Recording Secretary