

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
January 19, 2021

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:30 p.m.

ATTENDANCE: Jordan Genso (City of Brighton), Patrick McDonald (Genoa Township), Arla McPeek (Genoa Township), Jim Muzzin (City of Brighton), Jane Petrie (City of Brighton), Caitlyn Perry Dial (City of Brighton), Kathryn Poppy (Genoa Township)

Absent: None

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to approve the agenda. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Ed Rutkowski noted that the majority of our visitors are coming inside the building for service now but crowding has not been an issue. Curb-side delivery has slowed considerably but it is still available. New cubicles will be replacing the ones that were not exchanged during the first phase of the staff workroom renovation.

PRESIDENT'S REPORT: Arla McPeek acknowledged the committee chairpersons and their members for an outstanding job in 2020. Committee assignments will remain the same in 2021.

DIRECTOR'S REPORT: Director Cindy Mack reiterated Ed Rutkowski's information that office cubicle replacement will get underway this week thus completing the renovation of the staff workroom space. Individual smaller pieces of furniture for the Library are still being delivered or are already in storage until the COVID-19 restrictions have been lifted. A discussion was held to acknowledge the changes in the recently updated Michigan Library Privacy Act. A librarian shuffle is planned to address the needs in both the Youth Services and the Adult Services departments. A search will begin for one full-time Youth Services librarian. The Annual Appeal will conclude at the end of January. Changes to the campaign have resulted in a \$4,275 increase (to date) over last year. Caitlyn Perry Dial, a fund development professional, requested a report with specific details allowing the next campaign to benefit from the experience. Patrick McDonald, Chairperson of the Planning/Fundraising Committee, encouraged everyone to contribute. The annual audit is underway. The majority of the work will be accomplished remotely due to COVID-19 protocols. New accounting software is needed and will be addressed in the 2022 budget. Two new STEAM kits have been added to the Youth Services department by three Girl Scout Cadettes seeking their Silver Awards. The Library's media relations specialist will follow up with a photo/press release.

COMMITTEE REPORTS:

BUDGET & FINANCE:

RESOLUTION 21-0005: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on a claims docket dated January 19, 2021 in the amount of \$25,999.73. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0006: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated December 24, 2020 in the amount of \$41,683.15 and dated January 7, 2021 in the amount of \$38,933.92. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PUBLIC RELATIONS: Chairperson Kathryn Poppy informed the Board this committee is scheduled to meet

at 6:30 p.m. on February 2, 2021.

NEW BUSINESS: An architectural planning session will be scheduled to discuss/plan the upgrade to the Library vestibule. Cindy Mack inquired about addressing the front entrance modernization project during the planning session with a goal of approaching the projects simultaneously. This met with Board approval.

BOARD COMMENTS: Arla McPeek complimented the Library's Youth and Teen online programs adding that the variety is fun and interesting. Jordan Genso checked out a Binge Box, one of the Library's new offerings, for his children and said they enjoyed the concept and the content. Kathryn Poppy thanked the Board for their accommodations during her recent absence. Caitlyn Perry Dial visited the new Youth Services department with her three-year-old son. Their experience was very positive. "Good work." Patrick McDonald praised the Board for a good meeting and good progress.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:12 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, February 2, 2021
Board Meeting – Tuesday, February 16, 2021