

**BRIGHTON DISTRICT LIBRARY  
REMOTE BOARD MEETING (COVID-19)  
MINUTES  
FEBRUARY 16, 2021**

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

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

Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

**APPROVAL OF AGENDA:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve the agenda. Genso-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. McDonald not present. Motion Carried.

**APPROVAL OF MINUTES:** Moved by Jordan Genso and seconded by Jim Muzzin to approve the Board meeting minutes from January 19, 2021 and February 2, 2021. Genso-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. McDonald not present. Motion Carried.

**STAFF COMMENTS:** Ed Rutkowski, Assistant Director/Network Administrator, provided an overview of the state of technology at the Library, much of which was made necessary by the COVID-19 pandemic procedures adopted by the Board in 2020. A new computer station was created in the building to provide safe-distance working conditions for staff and a defined express print-release computer for the public. With the installation of a new firewall and VPN software, designated staff can work from home with greater security. The lengthy process of becoming E911 Compliance certified is complete and includes a new cost-effective and modernizing phone contract. This service allows stream-lined 911 calls and enhanced safety features; other projects are ongoing. A budget-friendly purchasing rotation plan anticipates and addresses future technology needs. Ed has been at the Library for 20 years in March and has served in many capacities, including Interim Director.

**DIRECTOR'S REPORT:** Director Cindy Mack reported that staff evaluations will be completed by the management team by the end of the month. Health insurance costs will rise by 4.69% this year, well under the 10% budgeted amount. HR Manager, Kristine Kerttu, will appear at an upcoming Board meeting to provide information about the process of vetting insurance plans. The findings from the 2019-2020 audit are in and will be presented at the March Board meeting. There were significant savings in the 2019-2020 budget due, in part, to the imposition of COVID-19 pandemic protocols. The result is the ability to add substantially to the Library's Fund Balance. The 2021 Annual Appeal was a great success thanks to the collaboration between staff and Board. The spring 2021 brochure is out. Attendance for the adult virtual programs remains very high. Consideration is being given to continuing this format even after the pandemic restrictions are lifted. The Building Committee is scheduled to virtually meet with Seth Penchansky at 3:00 p.m. on Wednesday, March 3, 2021 to consider improvements to the building's exterior.

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 21-0008:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on a claims docket dated February 16, 2021 in the amount of \$260,960.32. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

**RESOLUTION 21-0009:** Moved by Jordan Genso and seconded by Patrick McDonald to approve the payment of payroll checks dated January 21, 2021 in the amount of \$43,240.20 and dated February 4, 2021 in the amount of \$46,206.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

**PLANNING/FUNDRAISING COMMITTEE:** Chairperson Patrick McDonald expressed his pleasure with the results of the Annual Appeal. Caitlyn Perry Dial agreed and added that the rate-of-return from our email push was right on target with accepted standards.

**BOARD COMMENTS:** Caitlyn Perry Dial complimented the Annual Appeal report and the details it provided. Arla McPeek had high praise for the Spring Events Brochure, "Both the design and the contents are awesome." Kathryn Poppy shared her experience of being Board President when Ed was Interim Director. She acknowledged Ed Rutkowski for his 20 years of service stating that he has always been professional, knowledgeable, and steady. Congratulations and compliments to Ed were expressed all around.

**ADJOURNMENT:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:13 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, March 2, 2021

Board Meeting – Tuesday, March 16, 2021