

**BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
MARCH 16, 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)
Absent: Kathryn Poppy
Staff: Director Cindy Mack, Ed Rutkowski and Diana Dart
Public: Ailie Weaver of Maner Costerisan

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Board meeting minutes from January 19, 2021 and February 2, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

Public Comments: Ailie Weaver of Maner Costerisan, presented the official findings of the 2019-2020 Library financial audit confirming that the Library performed with due diligence, has a clean unmodified opinion and that it is in sound financial health.

RESOLUTION: 21-0013: Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the FY19/20 audit as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

STAFF COMMENTS: Diana Dart acknowledged the Board and Library administration for their support of the staff during the COVID-19 pandemic by creating an atmosphere of safety and concern for everyone. Ed Rutkowski concurred.

PRESIDENT'S REPORT: Arla McPeek announced that on April 5, 2021 all Michiganders 16 years of age and older can begin scheduling their COVID-19 vaccine appointments. This, along with the Library's current safety protocols, will help reduce the anxiety associated with potential exposure to the COVID-19 virus.

DIRECTOR'S REPORT: Cindy Mack reported the early results of an anonymous survey of selected employees to gauge their participation/interest in receiving the vaccine. She is optimistic that we may be able to offer additional services in the coming months while continuing to meet MIOSHA and MDHHS guidelines. Cindy and HR Manager Kristine Kerttu are recommending that the Library stay with the current health insurance plan through this fiscal year. Insurance provider options will be researched in the coming months for consideration for next year's budget. The Michigan state legislature and Livingston County officials are contemplating the use of virtual meetings for governmental entities past the March 31, 2021 deadline.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0011: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated March 15, 2021 in the amount of \$95,581.82. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0012: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated February 18, 2021 in the amount of \$43,464.88 and dated March 4, 2021 in the amount of \$42,567.45. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso stated that a meeting was held with architect Seth Penchansky to exchange ideas and expectations regarding the renovation of the Library building's exterior. The committee will meet with Seth again on March 18 to review sketches and discuss options to move the project forward.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 21-0014: Moved by Patrick McDonald and seconded by Jim Muzzin to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$1,935.00 and retain those dollars in the Brighton District Library Endowment Fund. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0015: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to extend the COVID-19 Emergency Paid Sick Leave benefits through June 30, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0016: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to approve Security Camera Policy #407 and revisions to Confidentiality Policy #401. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

BOARD COMMENTS: Caitlyn Perry Dial recently met with State Senator Lana Theis and State Representative Ann Bolin at a cultural advocacy event. Caitlyn thanked the officials for their legislative support of libraries and the arts and promoted the unique contributions that each bring to our communities. Patrick McDonald wished everyone a happy St. Patrick's Day tomorrow. Arla McPeek thanked Diana Dart and Ed Rutkowski for expressing their appreciation to the Board for providing a safe work environment during the COVID-19 pandemic.

Details regarding how the Board of Trustees will proceed with the April 6, 2021 meeting will be announced pending state legislation and/or a Livingston County State of Emergency declaration.

ADJOURNMENT: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:32 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Petrie-aye, Perry Dial-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, April 6, 2021
Board Meeting – Tuesday, April 20, 2021