

**BRIGHTON DISTRICT LIBRARY**  
**REMOTE BOARD MEETING (COVID-19)**  
**MINUTES**  
**April 20, 2021**

**CALL TO ORDER:** President Arla McPeek called the meeting to order at 7:31 p.m.

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

Staff: Director Cindy Mack, Ed Rutkowski, Kristine Kerttu and Diana Dart

Public: None

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

**APPROVAL OF MINUTES:** Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Board meeting minutes from March 16, 2021 and April 6, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

**STAFF COMMENTS:** Kristine Kerttu, Library Accountant and HR Manager, apprised the Board of the current Health Insurance Plan for qualified employees and detailed the benefits, premiums, co-pays and financial liability for both participants and the Library. Kristine recommended that we stay with the current plan through the end of this fiscal year and revisit health insurance options during the budget process in August, 2021. She also suggested that we consider aligning the plan/premiums with the 2021/2022 fiscal year. The Policy and Personnel Committee will meet in June following an in-depth study by Director Cindy Mack and Kristine Kerttu with the goal of bringing a recommendation to the Board by August.

**DIRECTOR'S REPORT:** Cindy Mack and Kristine Kerttu have begun collecting information for a wage study comparing wages of Brighton District Library personnel to employees of other libraries with similar demographics. This information will be valuable in our efforts to attract quality applicants and retain our current staff. The last study was completed in 2016. With COVID-19 cases climbing in Livingston County and in the state as a whole, the Director is giving daily consideration to maintaining a safe environment for our staff and our patrons. After meeting with the Management Team and questioning the front-line staff, it was decided that we should "stay the course" for the foreseeable future. The Director will continue to monitor the situation and inform the Board should the circumstances change. Cindy Mack also discussed the new mask mandate for children ages 2 to 4, explaining that the MIOSHA regulation requires that we make a "good faith effort" to see that the rule is followed. The Library will continue to provide access to child-size masks and request that caregivers encourage their pre-school children to follow the regulations.

**BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 21-0018:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated April 20, 2021 in the amount of \$184,157.73. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

**RESOLUTION 21-0019:** Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of payroll checks dated March 18, 2021 in the amount of \$43,227.70 and payroll checks dated April 1, 2021 in the amount of \$42,891.02 and payroll checks dated April 15, 2021 in the amount of 42,784.12. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

**COMMITTEE REPORTS:**

**BUILDING/TECHNOLOGY COMMITTEE:** Chairperson Jordan Genso reported that meetings have continued with architect Seth Penschansky to plan the improvements to the main entrance and the Library building exterior. It is hoped that architectural renderings and a cost analysis will be ready by the next full meeting of the Board.

**PUBLIC RELATIONS COMMITTEE:** The committee, led by chairperson Kathryn Poppy, have met to begin formulating a new over-arching Public Relations Plan, a comprehensive Social Media Policy and a Crisis Communication Plan.

**BOARD COMMENTS:** Caitlyn Perry Dial complimented the Public Relations Committee for a very productive meeting. Patrick McDonald stated that he found tonight's meeting informative and enjoyable. Arla McPeek and Kathryn Poppy praised TLN and the Library for working together to bring a new (EAP) Employee Assistance Program to regularly scheduled staff, ages 18 and older.

**ADJOURNMENT:** Moved by Patrick McDonald and seconded by Jim Muzzin to adjourn the meeting at 8:35 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

**NEXT MEETINGS:**

Board Committee Meeting - Tuesday, May 4, 2021  
Board Meeting – Tuesday, May 18, 2021