

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
May 18, 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), Caitlyn Perry Dial (City of Brighton), Jane Petrie (City of Brighton) and Kathryn Poppy (Genoa Township).

Staff: Library Director Cindy Mack, Ed Rutkowski and Diana Dart

Public: None

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

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jordan Genso to approve the Board meeting minutes from April 20, 2021 and May 4, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Ed Rutkowski discussed the challenges within the library community regarding the recent announcement by the CDC that vaccinated people can now go without face masks.

DIRECTOR'S REPORT: The salary and benefits study is underway with plans to report out to the Personnel Committee by early June. A thorough discussion was held regarding the latest announcement by the CDC about wearing face masks and the state of Michigan's decision to lift its mask mandate on July 1, 2021. Cindy Mack stated that the Library's successful mitigation measures will continue as will the social distancing requirements and the 30 minute "Grab and Go" policy for patrons. Although all of the staff members who wish to receive the COVID-19 vaccine will be vaccinated by the end of May, all Library employees and patrons under 12 years of age (who are not eligible to receive the COVID-19 vaccine) will be asked to wear face masks inside the building until further notice. The Library will continue to follow the current MIOSHA guidelines and the advice of our attorney. Cindy Mack thanked the Board for their insightful guidance on this matter and their continuing support throughout the pandemic.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0021: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated May 18, 2021 in the amount of \$33,194.80. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried. McDonald left the meeting at 7:47 p.m.

RESOLUTION 21-0022: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated April 29, 2021 in the amount of \$42,995.46 and payroll checks dated May 13, 2021 in the amount of \$43,175.62. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

COMMITTEE REPORTS:

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported that the committee is waiting for a cost quote confirmation regarding the front vestibule project. Preliminary figures have been provided and the committee will provide a recommendation to the Board once the cost is confirmed.

PLANNING/FUNDRAISING: The committee will meet at 6:30 p.m. on June 1, 2021 to discuss short and long-term goals.

PUBLIC RELATIONS COMMITTEE: The committee, led by chairperson Kathryn Poppy, is continuing work on a new Social Media Policy and a comprehensive revision of the current Public Relations Plan.

POLICY/PERSONNEL COMMITTEE: Policy updates will be brought to the Board in June reported Jim Muzzin, chairperson of the committee.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION 21-0023: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve sealcoating and restriping the Library's parking lot with a funding cap of \$6,500, leaving the final selection of the contractor to the Library Director. Genso-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

BOARD COMMENTS: Caitlyn Perry Dial visited the Library with her son who loves the Youth Services department's DIY projects and "talking (audio enabled) books."

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:17 p.m. Genso-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, June 1, 2021
Board Meeting – Tuesday, June 15, 2021