

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
June 15, 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 (Grand Haven, Ottawa County), 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 Jordan Genso and seconded by Patrick McDonald 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 Caitlyn Perry Dial and seconded by Patrick McDonald to approve the Board meeting minutes from May 18, 2021 and June 1, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Head of Youth Services, Carla Sharp, presented the Board with many dynamic child-centered in-house, take home and virtual activities offered online and in the department. With the installation of a commercial grade tent on the west lawn of the Library, more registrants at outdoor events can be served. However, entry into the Library following these events must be monitored to prevent surpassing current capacity limits. The Summer Reading Challenge began this week and the participation statistics already surpass last year. In-kind corporate sponsorships for the Summer Reading Challenge has reached \$3,610.00. Carla Sharp exchanged ideas with Board member Jordan Genso about the online interface mechanism (Beanstack Tracker) used for the Summer Reading Challenge and ways to make it more user-friendly.

PRESIDENT'S REPORT: Board President, Arla McPeek, queried the Trustees about the July meeting schedule given the light agenda early in the month and reminded the Trustees that Director Evaluations will be due this summer. Jim Muzzin will organize the evaluation process assisted by Caitlynn Perry Dial.

RESOLUTION 21-0026: Moved by Jordan Genso and seconded by Jim Muzzin to cancel the July 6, 2021 Board meeting. Genso-aye, McDonald-abstain, McPeek-abstain, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

DIRECTOR'S REPORT: The COVID-19 pandemic continues to drive future plans for the Library, reported Cindy Mack. Though the trends seem positive, the Library is still under restrictions enforced by MDHHS and MIOSHA. Capacity limits and mask mandates for unvaccinated adults and children 2-11 years old continue. Progress is being made toward our goal of being fully operational following Labor Day weekend. A few computers are now available to patrons and the children's restroom and the public water fountain are open for use. The Friends of the Library have resumed the management of the Friends Bookstore and we hope to move displaced employees back to their original cubbies very soon. The initial draft of the 2021-2022 budget will be delivered to the Board at the first Board meeting in August (August 3, 2021). The 2021-2022 Budget hearing and vote will be held during the first Board meeting in September (September 7, 2021) to facilitate an earlier submission of the L4029 tax forms to local government entities. Our attorney has reviewed and returned the "Section 300 Operational & Administration Policies" draft revisions for consideration. The Policy & Personnel Committee will meet to determine a recommendation to the Board.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE: Jim Muzzin cautioned that in the 2021-2022 Budget, we should consider a decrease in the overall amount received from property taxes (specifically consider an increase in chargebacks) due to an increase in COVID-related property tax cases seen by the Livingston County Board of Review.

RESOLUTION 21-0027: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 15, 2021 in the amount of \$42,526.26. Genso-aye, McDonald-Aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0028: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated May 27, 2021 in the amount of \$43,365.24 and payroll checks dated June 10, 2021 in the amount of \$43,124.87. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso has examined the plans and the estimate for the front entrance/vestibule renovation project. Included in the project will be an expansion of the space, new doors, self-serve lockers, and the addition of a dormer. Cindy Mack has uncovered a federal grant for Library outreach services that may provide the funding for the self-serve lockers. Additional quotes will be garnered before the final cost can be determined. It was decided that the Building Committee will be given the authority to move forward with choosing the general contractor and finalizing the project. Board members discussed the advantages and disadvantages to closing the Library for one day to reseal the parking lot as has been the custom.

RESOLUTION 21-0029: Moved by Jim Muzzin and seconded by Caitlynn Perry Dial to approve the front entrance/vestibule renovation project not to exceed \$140,000.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0030: Moved by Jim Muzzin and seconded by Caitlynn Perry Dial to give the Executive Director permission to close the Library for one day to reseal the parking lot, if necessary. Genso-aye, McDonald-abstain, McPeek-abstain, Muzzin-aye, Perry Dial-aye, Petrie-aye, Poppy-aye. Motion Carried.

PUBLIC RELATIONS COMMITTEE: Work continues on two new policies, a comprehensive Public Relations Plan and a Crisis Communications Plan, reported Committee Chairperson Kathryn Poppy.

POLICY/PERSONNEL COMMITTEE: Chairperson Jim Muzzin will hold a meeting with his committee on June 24, 2021.

BOARD COMMENTS: Kathryn Poppy noted that the new front entrance/vestibule renovation project will increase the comfort of the front desk staff by better controlling the influence of the weather.

ADJOURNMENT: Moved by Jordan Genso and seconded by Kathryn poppy to adjourn the meeting at 8:28 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 MEETING:

Board Meeting - Tuesday, July 20, 2021