

BRIGHTON DISTRICT LIBRARY
REMOTE BOARD MEETING (COVID-19)
MINUTES
July 20, 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) and Kathryn Poppy (Genoa Township)
Absent: Jane Petrie
Staff: Library Director Cindy Mack, Ed Rutkowski, Sarah Neidert and Diana Dart
Public: None

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

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Jordan Genso to approve the Board meeting minutes from June 15, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

STAFF COMMENTS: Sarah Neidert, Head of Collections and Public Relations, first addressed the materials budget stating that with the help of the selectors, the collection has been culled to make room for new materials. The added demand for electronic resources has been addressed in the 2021-2022 budget. Tutor.com, very popular with school age children, will return in the new fiscal year and the Library will add Creativebug.com, offering online video arts and crafts workshops and techniques. At 7:38 p.m. Sarah Neidert lost power and her ZOOM connection. Cindy Mack continued by complimenting the Public Relations Committee on their completion of a revised and comprehensive Public Relations Plan. Kathryn Poppy also praised the committee for formalizing the updates into a clear and concise document that will direct the Library's engagement with the greater community going forward. Kathryn Poppy complemented the staff (Jennifer Osborne) on the Summer Programs and Events brochure that was mailed to 28,000 homes. She added that the Public Relations Committee was investigating the possibility of reaching out to the community with Library podcasts in the future.

DIRECTOR'S REPORT: Library Director, Cindy Mack, reported that the 2021-2022 budget process is going well. Unexpected increases in penal fines and state aid along with the expected increase in Library property tax revenue bode well for next year's budget. An overview of the proposed FY 2021-2022 budget will occur at the August 3rd Committee Meeting with a final vote scheduled for the September 7th meeting. The Summer Reading Challenge programming has been hampered by the rain. More attendees can be scheduled for an outdoor event than can be accommodated inside the Library, therefore programs have to be cancelled when the weather interferes. Currently, 165 Adults, 630 Youth, and 97 Teens are active participants, representing a significant increase over last year. Director Evaluations are in the Board packets. Cindy Mack stated that she has found evaluations to be a constructive exercise for her staff and herself to determine priorities and goal setting at every level. The LSTA/ARPA (American Rescue Plan) grant request for \$37,406.00 to fund a smart locker system has been submitted by the Director after an intense preparation process. We anticipate an answer to the proposal by the end of August.

COMMITTEE REPORTS:

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0031: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated July 6, 2021 in the amount of \$31,504.53 and claims docket dated July 20, 2021 in the amount of \$61,871.02. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

RESOLUTION 21-0032: Moved by Jordan Genso and seconded by Kathryn Poppy to approve the payment of payroll checks dated June 24, 2021 in the amount of \$43,553.48 and payroll checks dated July 8, 2021 in the amount of \$44,176.43. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson, Patrick McDonald, reported that the Committee is continuing to plan the Relax in the Stacks event on September 24th.

PUBLIC RELATIONS COMMITTEE: Chairperson, Kathryn Poppy, is enthusiastic about the preparation of an "Awareness Document" that will capture the desperate parts of the Public Relations Plan and organize it into a document that will identify limitations and opportunities to enhance the public's experiences at/with the Library. The Committee will continue work on a separate document to address "Crisis Communications." Committee member, Caitlyn Perry Dial, added that she is happy with the consistency and solid framework of the Plan.

POLICY/PERSONNEL COMMITTEE: Chairperson, Jim Muzzin, has met with his committee on June 24th, July 8th and July 20th to review and discuss the proposed changes to the Section 300 Operational & Administrative Policy. A final version of the revisions will be sent to Board members next week. A vote on the changes will take place at the August 17th meeting.

OLD BUSINESS:

A **Salary, Wage, and Benefits Study** has been undertaken by the Policy/Personnel Committee. Using the wage/benefits information from "similar" libraries and consulting the DSLRT, the Committee is confident in their recommendation to the Board. (Documentation is provided in the Board packet.) Cindy Mack recommended the study to remain competitive in the market and to be consistent with the wage/benefit packages pertaining to individual positions in comparable libraries. Jordan Genso confirmed that the anticipated 3% wage hike for FY 2021-2022 will be included in any wage adjustments.

Fringe Benefits: The Library offers a Gold Standard Health Plan for eligible staff members. Staff members who choose to participate currently pay 20% of the cost of the premium for themselves and 50% of the cost of the premium for any dependent covered by the Plan. Cindy Mack recommends that we keep this Plan in FY 2021-2022 and review it each year during the budget process in August. The Committee will continue to explore other options including the possibility of increasing the maximum contribution allowed for Flex Spending Plan.

RESOLUTION 21-0033: Moved by Jim Muzzin and seconded by Patrick McDonald to approve and implement the Salary, Wage, and Benefits Plan as presented. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

The August 2, 2021 Committee Meeting will be the last virtual meeting of the Board of Trustees. COVID-19 restrictions to the building have been lifted. Beginning on August 17, 2021, Board meetings will be held in person in the A/B Meeting Room until further notice.

Hard copies of the Director Evaluations are in the Board packet. Jim Muzzin and Caitlyn Perry Dial will be coordinating the effort and compiling the results. Completed evaluations must be delivered to Jim Muzzin no later than August 6. The results of the Director Evaluations will be presented at the October 19th Board meeting.

NEW BUSINESS:

The Board of Trustees of the Howell Carnegie District Library would like to gauge the interest of the Brighton District Library's Trustees in joining them for a networking dinner at their library if the date and time are agreeable. HCDL will follow-up with details.

BOARD COMMENTS: Jordan Genso was disappointed in the online Summer Reading Challenge for children this year. The electronic approach was necessary because of COVID-19 restrictions. It is hoped that a more hands-on approach can be offered next year. Patrick McDonald inquired about a Friends Book Sale this fall. Cindy Mack said that a Book

Sale is tentatively scheduled for October and the Friends are busy making their plans. Arla McPeek commented on the new sealcoat on the parking lot, "The place looks stunning...great!" Kathryn Poppy added her compliments to the Summer Events & Programs mailing and thanked Jordan and Caitlyn for their work on the Public Relations Committee.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:44 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETING:

Board Committee Meeting - Tuesday, August 3, 2021

Board Meeting – Tuesday, August 17, 2021