

**BRIGHTON DISTRICT LIBRARY  
BOARD MEETING MINUTES  
August 17, 2021**

**CALL TO ORDER:** Arla McPeek called the meeting to order at 7:30p.m.

**ATTENDANCE:** Jordan Genso , Patrick McDonald, Arla McPeek, Caitlyn Perry Dial, Jim Muzzin

Absent: Jane Petrie, Kathryn Poppy

Staff: Director Cindy Mack, Ed Rutkowski

Public: None

**APPROVAL OF AGENDA:** Moved by Patrick McDonald and seconded by Caitlyn Perry Dial to approve the agenda. Motion carried.

**APPROVAL OF MINUTES:** Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the minutes from the July 20 and August 3 meetings. Motion carried.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS:** None

**PRESIDENT'S REPORT:**

Arla McPeek noted the City of Brighton has extended the local state of emergency through Dec 31, which permits the Board to meet virtually. She proposed meeting in-person on September 7. This meeting will include the budget hearing and a decision whether to proceed with the donor event. Subsequent meeting locations will be determined then.

**DIRECTOR'S REPORT:**

Despite some chargebacks and other unexpected expenses Cindy Mack is expecting to put about \$30,000 into the fund balance, on top of the \$128,000 that was so allocated for the current fiscal year.

The Staff In-service will be October 11, focused on team and relationship building, the afternoon portion to be at Howell Nature Center.

The Livingston County Library Trustees event will be Wednesday November 3. The Board might consider canceling its November 2 meeting (also an election day) if that would facilitate attendance.

Library staff are required to wear masks in public areas and shared spaces. Visitors are recommended but not required to do so. Many do, but less than 50%.

The new version of the public catalog will go live September 7. It is a FRBR "ferber" catalog, which means it is structured to group items with the same intellectual content into a single record, and then group items within that record by format. The difference will be noticeable, and should bring users more quickly to the item they want.

Sunday hours resume September 12. There is no date planned to open meeting rooms for reservations at this time. Exceptions have been made for the Sierra Club, Brighton Art Guild, and the Friends of the BDL, with which organizations we have longstanding relationships. It is still a significant enough concern that meeting rooms could be closed and all reservations canceled, that meeting rooms have not been open to the general public.

**COMMITTEE UPDATES:**

**Finance Committee:**

**Resolution 21-0035:** Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated August 17, 2021 in the amount of \$31,387.43. Resolution carried.

**Resolution 21-0036:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated July 22, 2021 in the amount of \$43,988.12 and payroll checks dated August 5, 2021 in the amount of \$43,474.15. Resolution carried.

**Building and Technology Committee:**

Seth Penchansky presented updated drawings and the project (renovation of the main entrance) was discussed in more detail. The committee made a choice for the appearance of the dormer window; locker location was discussed. A quote from Contracting Resources is expected; Penchansky hopes to obtain a second quote. Jim Muzzin noted that Contracting Resources was sold to Wolverine Construction a few months ago.

**Fundraising Committee:**

Patrick McDonald noted the committee would meet August 24.

**OLD BUSINESS:**

**FY 2021-2022 budget:**

Cindy Mack presented the proposed 2021-2022 budget, and touched on the highlights as presented in the August 2 memo from her and Kristine Kerttu. She mentioned in addition that she would like to have a discussion of eliminating overdue fines (but not lost or damage fees) with the Board sometime in fall. The website redesign proposal reflected in the technology budget increase will go before the Board before approval. Mack proposed to have budget hearing at the September 7 meeting. The municipalities are eager to receive all the L-4920 forms.

**NEW BUSINESS:**

**Director evaluation:**

Jim Muzzin thanked the Board for timely submitting evaluation forms. He and Caitlyn Perry Dial met with Cindy Mack last week to discuss them. Mack's scores on board evaluation were very strong, and the Board well remembers her strong performance on the 360 evaluation from staff and community last year.

Cindy Mack thanked the Board, and appreciated the leeway and respect they have given while always questioning as appropriate. She is happy working with the Board and staff and feels at home at BDL.

**Resolution 21-0038:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to raise the salary of Cindy Mack by the standard 3% given to all staff in the next budget, and to further increase it to the midpoint of the Director salary range in the Salary Wage and Benefit Plan approved by the Board in July. Resolution carried.

**300 Operational Policies:**

The 300 series of Library policies have been reviewed by staff, the Library attorney, and the Policy and Personnel Committee, and distributed to the Board at large.

**Resolution 21-0037:** Moved by Jim Muzzin and seconded by Jordan Genso to adopt the "300" Operation and Administrative Policies as presented. Resolution carried.

**BOARD COMMENTS:**

Jim Muzzin was surprised by the sound level of a patron's speakerphone in the gallery hall on a previous visit. Cindy Mack responded that patrons are allowed and directed to take calls in the gallery, but staff will still intervene if the sound becomes obtrusive out into the atrium. Caitlyn Perry Dial noted that the agenda had omitted approval of the minutes. The minutes were approved at this point. Arla McPeck distributed beautiful, personalized, handmade mugs to all, as a thank-you gift. She hopes that everyone involved shares her pride in the work the Board has accomplished, and the collegial way it has been done.

**ADJOURNMENT:** Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to adjourn the meeting at 8:25 p.m. Motion carried.

Respectfully Submitted,

Edward Rutkowski  
Assistant Director/Network Administrator