

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 7, 2021**

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

ATTENDANCE: Jordan Genso, Patrick McDonald, Arla McPeek, Jim Muzzin, Caitlyn Perry Dial, Kathryn Poppy
Absent: Jane Petrie
Staff: Library Director Cindy Mack, Ed Rutkowski, 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.

PUBLIC HEARING ON THE ADOPTION OF THE 2021-2022 BUDGET:

***Close Board Meeting:** Moved by Kathryn Poppy and seconded by Jordan Genso to close the regular Board meeting at 7:33 p.m. Motion carried.

* **Open Public Hearing on Adoption of the 2020-2022 Budget:** Moved by Patrick McDonald and seconded by Jim Muzzin to open the Public Hearing on the Adoption of the 2021-2022 Budget at 7:34 p.m. Motion carried.

* **Public Comments:** None

* **Close Public Hearing and Reopen the Board Meeting:** Given no public comments, moved by Caitlyn Perry Dial and seconded by Jordan Genso to close the Public Hearing and reopen the Board meeting at 7:36 p.m. Motion carried.

STAFF COMMENTS: None

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Cindy Mack stated her determination to meet the needs of the public while the local COVID-19 pandemic case load remains at "High." The current mitigation efforts are keeping the Library staff safe and will continue until they are no longer needed. A conversation was held regarding the future of in-person Board meetings. Board members agreed that meeting in-person was preferable to virtual meetings. In the future, the Board President and the Library Director will decide the appropriate forum and inform the members within a week of scheduled meetings. There is no new information on the bid for the front entrance renovation from Contract Resources. Concerns were expressed about having the doors replaced before cold weather set in. Cindy will follow-up.

COMMITTEE UPDATES:

Budget & Finance Committee:

Resolution 21-0039: Moved by Jordan Genso and seconded by Caitly Perry Dial to approve the payment of bills based on the claims docket dated August 26, 2021 in the amount of \$12,623.18 and the claims docket dated September 7, 2021 in the amount of \$44,865.26. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Resolution 21-0040: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the Charter Millage Levy for 2021-2022 at 0.6418 mills and the Voted Millage Levy for 2021-2022 at 0.2110 mills. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Resolution 21-0041: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the 2021-2022 General Fund Summary Budget and the Capital Fund Budget dated September 7, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

Planning & Fundraising: Chairperson Patrick McDonald shared that the Library is “in the midst” of creating a video featuring key library staff and Trustees recognizing and thanking donors for supporting the Library.

OLD BUSINESS: None

NEW BUSINESS: With the library’s current HVAC system warranty ending soon, Cindy Mack recommended that the Library return to a new service contract with Goyette Mechanical Company. She praised Goyette for their prompt and superior service during their ten-year history with the Library. The bid for the 2021-2022 one-year HVAC Service Contract was \$2,000.00+ lower than the current contractor and it contains far more services.

Resolution 21-0041: Moved by Jim Muzzin and seconded by Caitlyn Perry Dial to waive the competitive bidding process and establish a one-year (2021-2022) HVAC Service Contract with Goyette Mechanical Company not to exceed \$7,800.00. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye, Poppy-aye. Motion Carried.

BOARD COMMENTS: Kathryn Poppy commented on the many accomplishments she has witnessed since joining the Board eight years ago. She thanked Cindy Mack for her leadership stating the “an upward trajectory is clear.” Patrick McDonald added that it had been a good meeting.

ADJOURNMENT: Moved by Patrick McDonald and seconded by Jordan Genso to adjourn the meeting at 8:02 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

NETX MEETINGS:

Board Meeting: Tuesday, September 21, 2021

Committee Meeting: Tuesday, October 5, 2021