

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
September 21, 2021

CALL TO ORDER: President Arla McPeek called the meeting to order at 7:31 p.m.

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

Absent: Jane Petrie, Kathryn Poppy

Staff: Library Director Cindy Mack, Ed Rutkowski, Tina Fleischmann 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. Motion Carried.

APPROVAL OF MINUTES: Moved by Patrick McDonald and seconded by Jordan Genso to approve the Board meeting minutes from August 24, 2021 and September 7, 2021. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

STAFF COMMENTS: Tina Fleischmann, Head of Technical Services, described the process of adding inventory to the Library's collection and presented newly purchased items for *The Library of Things*. A guitar, an outdoor movie screen and the board game of *Brightonopoly* was on display. Noting that after an inventory of the parts/pieces of each item is taken, the process of purchasing proper packaging for handling (if required), labeling, and cataloguing through TLN must occur before an item can be added to our collection for circulation. *The Library of Things* currently houses 137 items and is primarily financed through private donations and the Enterprise earnings from the sale of collectible donated books on eBay. Jim Muzzin inquired about the frequency of lost or stolen items. Tina responded that the auto-renewal policy has helped this problem in all areas of the Library. If a patron exceeds the renewal period by twenty-eight days, the account is automatically sent to debt collection. Arla McPeek complimented Tina on her presentation and the important work that the Technical Services Department performs.

DIRECTOR'S REPORT:

A staff member tested positive for Covid-19 on September 10. Their symptoms started three days after they last worked in the Library so exposure is unlikely to have occurred. Additionally, this staff member had no public interaction and very little staff interaction.

The Quarterly Statement of Revenues and Expenditures is in the Board packet. The majority of savings in expenditures reflect eight months of being closed on Sundays, not replacing a full-time Librarian for four months and less travel and training all due to the effects of COVID-19 on Library services. Although the current building budget has a substantial cushion, building repairs/replacements have been high in September. Both the building humidifier and the HVAC system controls require service. Jim Muzzin inquired about FDIC protection of the Library's bank deposits. The fiduciary of our major accounts, TCF Bank, has been purchased by Huntington Bank complicating communication. Cindy will provide more information on this after confirming with Kristine Kerttu, Library Accountant, as there are many variables at play.

An update to the 2020-2021 Strategic Goals is also in the Board packet. Cindy will have the final version in a new format available at the October 19, 2021 Board meeting.

Jordan Genso inquired about indoor programming. Cindy explained that two weeks prior to the event, a decision is made about the location and/or whether or not to cancel the event based on the current local COVID-19 case load.

The Friends of the Library have cancelled their Fall Book Sale due to COVID-19 concerns but they are considering having smaller “Pop-Up” sales. Members of the Friends Board are meeting with Cindy this week to discuss the possibility.

Jordan asked for clarification on the Renovation/Board plaque at the entrance of the Library. Cindy explained that the current plaque is the second rendition of the engraving. Jordan also inquired about the cost vs. repair of the cable on the flagpole. Jack Dubay, Head of Maintenance, is seeking a quote for a new flag pole cable. New flags for Library will arrive this week.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0043: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated September 21, 2021 in the amount of \$33,817.94. Genso-aye, McDonald-Aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

RESOLUTION 21-0044: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated August 19, 2021 in the amount of \$45,625.16, payroll checks dated September 2, 2021 in the amount of \$42,868.18 and payroll checks dated September 16, 2021 in the amount of \$41,513.91. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

BUILDING/TECHNOLOGY COMMITTEE: Contract Resources will submit their final bid and construction schedule for the front entrance renovation by the October 5, 2021 Board Committee Meeting with the caveat that long lead times for certain materials (due to the effects of the world-wide pandemic) may delay the time-line. Cindy Mack confirmed that project architect, Seth Penchansky, will be involved in the process.

PLANNING/FUNDRAISING COMMITTEE: Attendees were shown the donor appreciation video produced by the Committee. A thank you card with a link to the video will be sent to donors in October followed by the Annual Appeal fundraiser mailing in November.

BOARD COMMENTS: Jordan Genso complimented the monthly Statistical Report that includes key usage metrics comparisons between the current month and the same month one year ago. Jordan also noted that the Library received “great exposure” at the Brighton Farmer’s Market during the summer, suggesting that the Library set specific goals to attain next summer. Patrick McDonald thanked the Fundraising Committee for their work on the donor appreciation effort. Caitlyn Perry Dial’s husband used the online Library card sign-up and indicated that it had been a quick and simple process. Arla McPeek praised the customer service at the Library affirming that it “exceeds” expectations.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:15 p.m. Genso-aye, McDonald-aye, McPeek-aye, Muzzin-aye, Perry Dial-aye. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting - Tuesday, October 5, 2021
Board Meeting – Tuesday, October 19 2021