

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
October 19, 2021

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

ATTENDANCE: Jordan Genso, Patrick McDonald, Arla McPeek, Jim Muzzin, Caitlyn Perry Dial, Jane Petrie, Kathryn Poppy
Absent: None
Staff: Library Director Cindy Mack, Assistant Director Ed Rutkowski, Jennifer Osborne, Diana Dart
Public: None

APPROVAL OF AGENDA: Moved by Caitlyn Perry Dial and seconded by Jim Muzzin to approve the agenda. Motion carried.

APPROVAL OF MINUTES: Moved by Jim Muzzin and seconded by Jane Petrie to approve the Board meeting minutes from September 21, 2021 and October 5, 2021. Motion carried.

STAFF COMMENTS: Jennifer Osborne, Head of Adult Services, gave an overview of the new reservation system for programming and scheduling meeting and study rooms. The Library will transition from Evanced Solutions to LocalHop, based in Pontiac, Michigan, by mid-November. LocalHop offers easier staff and patron interface, more options and improved patron control. Relevant staff have been training on the new software and will be ready to go live in a few weeks. Meanwhile, patrons who remain hesitant to use the confined space of a study room are finding other locations to meet both inside the Library and on the grounds. Virtual programming for adults has proven to be quite popular during the pandemic opening up program options for speakers from all over the United States. The Library is considering purchasing the equipment needed to make hybrid programs easier to host. For the foreseeable future, the Library will continue to provide a mix of in-person and virtual programs for all ages while considering the local COVID-19 case load information via the Livingston County Health Department and the comfort level of the staff.

PREDIDENT'S REPORT: Noting the shorter duration of Trustee Committee Meetings, President Arla McPeek suggested scheduling virtual November and December Committee Meetings. Following a brief discussion, all Board members concurred.

DIRECTOR'S REPORT: The Budget & Finance Committee met to review the Library's investment strategy. Library Director Cindy Mack has requested a meeting with the Library's chief financial institution to review options. A recent merger has caused delays.

The projected budget for FY-2022 will get a boost from a \$10,000.00 contribution from the Friends of the Library. Their Pop-Up Book Sale in October was successful so they have scheduled additional sale dates in November and in December.

The State of Michigan has expanded their aid to public libraries by \$2,000,000.00 in 2021 resulting in an estimated 8.8% increase (\$2,700.00) next year. This is a positive trend for state support of public library services. This figure does not include the anticipated revenue from penal fines. Speculation among libraries is that the increased support may be to offset the distribution of penal fines that have become less predictable the past few years.

Visitors to the Library are encouraged to wear masks to help protect the many children who are not eligible for the COVID-19 vaccine. The Library staff continue to wear masks when in public and/or shared spaces. Management reviews the local Covid-case load each week to determine the delivery of programs, i.e. virtual or in-person.

The next regular Board meeting will be on November 23, 2021 (Thanksgiving week) to allow for final invoices to be added to the year-end fiscal report. Cindy Mack reminded the Board that a quorum is critical to closing out the Library's accounts for FY-2021.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0046: Moved by Jordan Genso and seconded by Jim Muzzin to approve the payment of bills based on the claims docket dated October 19, 2021 in the amount of \$69,529.24. Motion carried.

RESOLUTION 21-0047: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of payroll checks dated September 30, 2021 in the amount of \$42,792.68 and payroll checks dated October 14, 2021 in the amount of \$43,474.34. Motion carried.

PLANNING/FUNDRAISING COMMITTEE: Chairperson, Patrick McDonald requested that the current signage for TCF Bank on the children's play structure (2019 "Connect, Grow, Discover Together" fundraiser) be changed to "Huntington Bank" due to the recent merger. The original gift was from Chemical Bank. This is the third name change for the bank in two years. Cindy Mack will look into a cost-effective alteration to the current custom sign.

OLD BUSINESS: Following a meeting with the Building & Technology Committee where members reviewed the current bid from the construction company, Contracting Resources, and invoices submitted by design firm Daniels & Zermack Architects, Cindy Mack reported that the front entrance renovation project has been shelved. The bid for the project far exceeded the original estimate. Jordan Genso expressed concern regarding communication from the firms and delays in the bidding process which resulted in a rise in cost and cancellation of the project. It is a priority to receive project blueprints before final payment is made. Parts of the project (new doors, landscaping, paver repair, book-drop access, etc.) will go forward with the Director serving as project manager.

NEW BUSINESS: The revised Library 2022 Strategic Goals were provided for review. The management team has identified strategies and developed tactics to achieve the goals set out in the over-arching Strategic Plan. Further discussion and a vote will be held at the November meeting.

Board packets included documentation about a national trend toward waiving late fees for library patrons. This approach will be further discussed at the November meeting. Items under consideration are the pros and cons, implementation by Livingston County libraries, impact on revenue, and measuring success. Lost books will continue to incur replacement fees.

BOARD COMMENTS: Jordan Genso is canvassing the City of Brighton as a candidate for Brighton City Council. He reports that he is often recognized as the "Library guy" and that he is proud to represent Brighton District Library as a Trustee.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jane Petrie to adjourn the meeting at 9:05 p.m. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS: Board Committee Meeting (Virtual) - Tuesday, November 2, 2021
Board Meeting - Tuesday, November 23, 2021