

**BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
November 23, 2021**

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

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

APPROVAL OF AGENDA: Moved by Jim Muzzin and seconded by Jordan Genso 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 October 19, 2021 and November 2, 2021. Motion carried.

DIRECTOR'S REPORT: While the COVID-19 case count in the county remains high, building usage is slightly up with in-person program attendance waning. Individual program registration is discussed during weekly meetings where virtual, in-person, and program cancellation discussions are held and decisions are made to respond to changing conditions.

On November 21, 2021, the Livingston County Daily Press & Argus published "Finding Shelter," about the experience of homelessness in Livingston County. Two people experiencing homelessness were interviewed. One discussed using the resources at the Brighton District Library and the other indicated using the Library to sleep. Cindy Mack clarified that the Library has an existing no-sleep policy and procedure and librarians are well trained in both. A new program serving homeless folks in our area has resulted in five program participants visiting the library during the past week.

Staff evaluations will begin over the coming months, providing the customary opportunity to discuss employee strengths, areas for improvement, and goals for the coming year.

The Livingston County Women's Club Giving Tree program is underway and will continue through December 2. Beginning December 3, the Library will continue its tradition of being a collection site for Toys for Tots. Unwrapped, new toys will be accepted until December 15.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 21-0049: Moved by Jordan Genso and seconded by Jane Petrie to approve the payment of bills based on the claims docket dated November 23, 2021 in the amount of \$51,000.65. Motion carried.

RESOLUTION 21-0050: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to approve the payment of payroll checks dated October 28, 2021 in the amount of \$43,763.52 and payroll checks dated November 10, 2021 in the amount of \$43,293.10. Motion carried.

Following a brief over-view of the current status of the FY2020-2021 budget Cindy Mack declared the Library fiscally healthy. She will meet with the Budget & Finance Committee to determine the appropriate amount of funds to transfer into the Fund Balance and Capital Fund accounts after the annual audit.

RESOLUTION 21-0051: Moved by Caitlyn Perry Dial and seconded by Kathryn Poppy to approve the 2020-2021 Budget Amendments as prepared. Motion carried.

Cindy Mack reported reaching out to nine companies for bids to repair/replace the interior and exterior front entrance doors, resulting in one response. The bid came from ASSA ABLOY, the maintenance provider for the existing doors.

Their bid included a limited warranty, a start date of 8-12 weeks, a two-day project timetable, and was lower than we were previously told to expect. Jordan Genso, Chairperson of the Building & Technology Committee, recommended that the Board accept this bid.

RESOLUTION 21-0052: Moved by Jordan Genso and seconded by Caitlyn Perry Dial to accept the quote received from ASSA ABLOY and approve the replacement of the front exterior and interior doors, not to exceed \$21,000. Motion carried.

OLD BUSINESS: Cindy Mack prepared a detailed memo for the Board packet regarding the Fine-Free Model adopted by modern libraries across the country. Board members discussed this concept at the last regular meeting and have had time to further consider the issue.

RESOLUTION 21-0053: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to eliminate overdue fines collected on late returned materials effective January 1, 2022 with the exception of mobile hotspots, Chromebooks and items from The Library of Things. Motion carried.

RESOLUTION 21-0054: Moved by Jim Muzzin and seconded by Kathryn Poppy to approve the 2022 Strategic Goals as presented. Motion carried.

NEW BUSINESS: A slate of candidates for the 2022 Board of Trustees was put forward: James Muzzin, President; Jordan Genso, Vice President; Kathryn Poppy, Treasurer; Caitlynn Perry Dial, Secretary. A formal vote will be held at the January 4, 2022 meeting.

BOARD COMMENTS: Kathryn Poppy wished everyone a Happy Thanksgiving adding that there is so much to be thankful for. Jim Muzzin and Arla McPeek concurred.

ADJOURNMENT: Moved by Caitlyn Perry Dial and seconded by Jordan Genso to adjourn the meeting at 8:43 p.m. Motion carried.

Respectfully Submitted,

Diana Dart, Recording Secretary

NEXT MEETINGS: Board Committee Meeting (Virtual) - Tuesday, December 7, 2021
Board Meeting - Tuesday, December 21, 2021