

BRIGHTON DISTRICT LIBRARY
BOARD MEETING MINUTES
March 15, 2022

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

ATTENDANCE: Jordan Genso, Arla McPeek, Jim Muzzin, Caitlyn Perry Dial, Jane Petrie, Kathryn Poppy
Absent: Patrick McDonald
Staff: Director Cindy Mack, Diana Dart
Public: Ailie Weaver, Manor Costerisan

APPROVAL OF AGENDA: Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the agenda. Motion Carried.

APPROVAL OF MINUTES: Moved by Jordan Genso and seconded by Jane Petrie to approve the Board meeting minutes from February 15, 2022 and March 1, 2022. Motion Carried.

PUBLIC COMMENTS: Ailie Weaver, our auditor with Manor Costerisan, reviewed the highlights of the Library's FY 2020-2021 audit report with the Trustees. The audit process concluded with no findings or recommendations and was considered an unmodified, clean, well performed audit. Weaver complimented the Library's fiscal responsibility and stated that the Library was in solid financial health.

RESOLUTION 22-0018: Moved by Caitlyn Perry Dial and seconded by Arla McPeek to accept the Fiscal Year 2020-2021 audit as presented. Motion Carried.

DIRECTOR'S REPORT: Given the current COVID-19 case load in the state, the Michigan Department of Health and Human Services has updated their recommendations by moving to a "COVID-19 Readiness-Response-Recovery Cycle." As the Library's policies have always aligned with the MDHHS Guidelines, Director Cindy Mack is setting aside the Library's existing COVID-19 Preparedness and Response Plan developed in the early stages of the pandemic for the new state-sanctioned approach. The Director reiterated that she will be watching the local case count and adjusting the Library's protocol as indicated. "Flexibility is the key," she added.

The Friends of the Brighton District Library have tentatively decided to hold their Spring Book Sale from April 26th through May 1st. At the March meeting of the Friends, \$8,850.00 was allocated to the Library to sponsor summer programming and the Holiday Open House. Due to the lack of book sales and lagging sales in the Friends Bookstore during the pandemic, the Library did not request a monetary gift last year or this year. The donation was an unexpected addition to our budget necessitating a review of the excess in the near future.

Cindy Mack listed some of the considerations when formulating the Library's Strategic Goals adding that she has been experimenting with the ideal format for the quarterly report. So much is being accomplished behind the scenes with outreach programs and with the schools and the Goals are an effective mechanism to bring this information to the Board.

The Director will be out of the Library March 27 – April 1, 2022 vacationing with her family. Ed Rutkowski will be the point-of-contact while she is away.

BUDGET & FINANCE COMMITTEE:

RESOLUTION 22-0016: Moved by Chairperson Kathryn Poppy and seconded by Jordan Genso to approve the payment of bills based on the claims docket dated March 15, 2022 in the amount of \$135,264.54. Motion Carried.

RESOLUTION 22-0017: Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated February 17, 2022, in the amount of \$45,153.50 and payroll checks dated March 3, 2022 in the amount of \$45,473.66. Motion Carried.

RESOLUTION 22-0020: Moved by Jordan Genso and seconded by Kathryn Poppy to transfer \$420,487.00 from the Library's General Fund to the Library's Capital Projects Fund. Motion carried.

BUILDING/TECHNOLOGY COMMITTEE: Chairperson Jordan Genso reported on the meeting with the landscape architect to view the initial plans for the beautification of the Library grounds and improvement in the functionality of the available space. Project considerations include: 1) Repairing/replacing the raised beds in Millie's Garden; 2) Construction of a patio and pavilion near the Teen Space; 3) Plants and pavers at the front entrance; and 4) Adding a book return to the circle driveway. Cindy Mack was impressed by Michigan Landscape Design's preparation for the meeting and ease of communication with the architect. Jordan Genso praised the Board for selecting this vendor.

NEW BUSINESS:

Following a brief discussion about ideas to grow the Brighton District Library Endowment Fund at the Community Foundation for Southeast Michigan, the Board put forward the following resolution:

RESOLUTION 22-0019: Moved by Kathryn Poppy and seconded by Caitlyn Perry Dial to waive the distribution of the Community Foundation for Southeast Michigan grant award of \$2,146.00 and retain those dollars in the BDL Endowment Fund.

Cindy Mack conferred with the City of Brighton Department of Public Works regarding the need to soften the City's water. Due to the sediments and minerals in the water, the DPW recommends that homeowners and businesses use water softener systems in their residences and public buildings. Three competitive bids were presented for consideration. Jack Dubay, Head of Maintenance, will study the details of the bids and report to the Director in the coming weeks.

The State of Michigan provided resources to develop a Crisis Communications Plan. The Plan includes internal and external actions to be taken by the Library Director and/or the President of the Board of Trustees while communicating with the press or public regarding an emergency. The Plan is a living document that will be reviewed and changed as needed.

BOARD COMMENTS: Jane Petrie delighted in sharing her "minor miracle" with Board – Jane's three daughters all arrived in time to share a traditional corn beef dinner before the meeting tonight.

ADJOURNMENT: Moved by Kathryn Poppy Wagner and seconded by Jane Petrie to adjourn the meeting at 8:41 p.m. Motion Carried.

Respectfully Submitted,

Diana Dart, Recording Secretary
Brighton District Library

NEXT MEETINGS:

Board Committee Meeting – 7:30PM, Tuesday, April 5, 2022
Board Meeting – 7:30PM, Tuesday, April 19, 2022