

**BRIGHTON DISTRICT LIBRARY**  
**BOARD MEETING MINUTES**  
**June 21, 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, Asst. Director Ed Rutkowski, Laurie Walters, Kate Wheeler, Diana Dart  
Public: None

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

**APPROVAL OF MINUTES:** Moved by Arla McPeek and seconded by Jordan Genso to approve the Board meeting minutes from May 24, 2022. Motion Carried.

**STAFF COMMENTS:** Youth Services Librarian Laurie Walters and Teen Librarian Kate Wheeler gave a PowerPoint presentation about the Library's innovative Teen Book Box and Book Box Junior Programs available to patrons ages 9- 18. The programs have grown in popularity since their introduction a few months ago. Participants sign-up through the Library website by filling out a form describing their preferences. Librarians Walters and Wheeler assemble personalized boxes that include individualized snacks, surprises and two books chosen according to the information provided on the Book Box form. The only items that need to be returned are the box and the two books. Librarians have found that this experience has allowed them to closely engage with their young patrons, assessing their interest in programming ideas and the kinds of books young people want in the collection. The participant comments are valued and rewarding to the staff. To date, 50 readers have checked out 121 Book Boxes. President Muzzin thanked the staff for "thinking outside the box."

**PRESIDENT'S REPORT:** President Muzzin raised a question about the timing of the next Board meeting scheduled for the day after the Independence Day holiday. A short discussion ensued followed by a vote on the resulting resolution.

**RESOLUTION 22-0038:** Moved by Jordan Genso and seconded by Caitlyn Perry Dial to cancel the July 5, 2022 Board meeting. Motion Carried.

Jim Muzzin then asked Caitlynn Perry Dial to lead and Arla McPeek to assist in forming an Evaluation Committee to oversee the Library Director's annual evaluation process. Both Trustees accepted the task. The evaluation forms will be in the July Board packet, with the required meetings and preparations to be completed by the second Board meeting in August. Jim Muzzin also announced that three of the current Trustees' (Jim Muzzin, Kathryn Poppy, Jane Petrie) terms will end this year.

**DIRECTOR'S REPORT:** The County Assessor's office has notified the Library to expect an increase in our 2022 property tax revenue of \$102,049. With that information and other facts in hand, the Library Accountant Kristine Kerttu and Director Cindy Mack have begun developing a draft budget for FY2022-2023. The draft budget will be presented at the August 9, 2022 Board meeting with the goal of having a final version prepared for a vote at the September 6, 2022 meeting of the Board.

As is our custom, the Library will be closed on July 4, 2022 to celebrate Independence Day and on all Sundays during the month of July. Cindy Mack will be attending the American Library Association Conference in Washington, D.C. and will be out of the Library from June 23 – 28, 2022. The May edition of *Neighbors of Greater Brighton* magazine featured Trustee Kathryn Poppy and her family. Copies were provided to the Board members.

## **BUDGET & FINANCE COMMITTEE:**

**RESOLUTION 22-0034:** Moved by Chairperson Kathryn Poppy and seconded by Caitlyn Perry Dial to approve the payment of bills based on the claims docket dated June 7, 2022 in the amount of \$130,026.11 and on claims docket dated June 21, 2022 in the amount of \$38,152.43. Motion Carried.

**RESOLUTION 22-0035:** Moved by Chairperson Kathryn Poppy and seconded by Arla McPeek to approve the payment of payroll checks dated May 26, 2022 in the amount of \$46,646.33 and of payroll checks dated June 6, 2022 in the amount of \$47,030.55. Motion Carried.

**BUILDING & TECHNOLOGY COMMITTEE:** Chairperson Jordan Genso gave a brief report on the progress of the Library Book Drop Box project. The Committee has reviewed the placement and the changes to the flow of traffic and has received quotes for the book drop box.

**NEW BUSINESS:** A memo from Cindy Mack regarding the new teen area furnishings was provided to the Building & Technology Committee at their meeting and to the entirety of the Board tonight that included an outline of the floorplan and the cost of the project. Quotes garnered were included. Teen Librarian Kate Wheeler, members of the Teen Advisory Board, Library Administration and the Building & Technology Committee have been meeting and are prepared to make a recommendation to the Board. Jim Muzzin, Jordan Genso and Cindy Mack each commented on the combined research efforts and the cooperation between the entities. Special praise was given to the Teen Advisory Board for their invaluable insight.

**RESOLUTION 22-0036:** Moved by Chairperson Jordan Genso and seconded by Arla McPeek to accept the quotes from KI for new tables and seating and from Library Design Associates for booth seating. Cost not to exceed \$27,000.00 with funding coming from the Capital Expense Fund.

A brief review of the Library's Book Drop Box project and a request for funding was presented by Building & Technology Committee Chairperson Jordan Genso that resulted in the following:

**RESOLUTION 22-0037:** Moved by Jordan Genso and seconded by Kathryn Poppy to accept the quote from Library Design Associates for the new drive-through book return and bollard lights. Cost not to exceed \$12,000.00 with funding coming from the Capital Expense Fund.

**BOARD COMMENTS:** Jordan Genso complimented the Youth Department for a much-improved Summer Reading Challenge registration process and reading log. He also applauded the health of the Board, his appreciation for the good questions generated from discussions and for the camaraderie he has experienced. Caitlyn Perry Dial concurred, commenting on the efficiency and productivity that Board member cooperation affords. Jim Muzzin said that he has experienced a renewed energy in the building and truly enjoys the friendly, smiling staff members. Cindy Mack added that the Library administration, the Board members and the support staff all work as a team with a learner's mindset, shared goals and a sense of belonging.

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

Respectfully Submitted,

Diana Dart, Recording Secretary  
Brighton District Library

## **NEXT MEETINGS:**

July 5, 2022 Committee Meeting cancelled.  
Board Meeting – 7:30PM, Tuesday, July 19, 2022