

**BRIGHTON MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

**APPROVED MINUTES
November 18, 2024**

PRESENT

Harriet Seigel	Jennifer Ries-Taggart
Sumegha Juneja	Cindy Stuart
Joan Swanekamp	Surendar Jeyadev
Kristen Totleben	Nate Salzman
Michael Burger	

Ms. Seigel, President of the Board, called the meeting to order.

I. MATTERS OF THE PRESIDENT

Ms. Siegel announced her decision to retire from her position as President of the Board. She nominated Ms. Swanekamp as President, with her term start date of January 1, 2025. Mr. Burger MOVED and Ms. Totleben SECONDED THE MOTION to approve Ms. Swanekamp as President. THE MOTION WAS CARRIED UNANIMOUSLY.

Ms. Siegel nominated Mr. Burger as Vice-President, with his term start date of January 1, 2025, for approval. Mr. Jeyadev MOVED and Ms. Swanekamp SECONDED THE MOTION to approve Mr. Burger as Vice-President. THE MOTION WAS CARRIED UNANIMOUSLY.

Having no further Matters of the President, Ms. Seigel moved to the Approval of the Minutes.

II. APPROVAL OF THE MINUTES

The Minutes of October 21, 2024 were distributed for review and approval. Ms. Swanekamp MOVED and Ms. Totleben SECONDED THE MOTION to approve the Minutes of October 21, 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

III. ACTION ITEMS

The Recommendation to Approve Adoption of the 2025 BML Board Meeting Schedule was submitted for approval. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Adoption of the 2025 Board Meeting Schedule. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Approve Adoption of 2025 BML Closing Schedule was submitted for approval. Ms. Swanekamp MOVED and Mr. Jeyadev SECONDED THE MOTION to approve the adoption of the 2025 BML Closing Schedule. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Increase Authorized Library Cash Change Fund by \$50, from \$230 to \$280 was submitted for approval. Mr. Burger MOVED and Ms. Totleben SECONDED THE MOTION to Increase the Authorized Library Cash Change Fund. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Transfer Funds from Personnel to Supplies was submitted for approval. It was recommended that \$50,000 be transferred from FT wages to supplies, due to the library's operating budget substantial balance because of the Administrative Assistant and Administrative Analyst vacancies. Ms. Swanekamp MOVED and Ms. Totleben SECONDED THE MOTION to Transfer Funds from Personnel to Supplies. THE MOTION WAS CARRIED UNANIMOUSLY.

IV. APPROVAL OF BILLS

The List of Bills for November 2024 was submitted for approval in the amount of \$2004.78. Mr. Jeyadev MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the List of Bills for November 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

The List of Gift Fund Bills for November 2024 was submitted for approval in the amount of \$61,479.01. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the List of Gift Fund Bills for November 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

V. OTHER BUSINESS

Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to move into the Executive Session at 5:20 PM. Mr. Burger MOTIONED and Ms. Swanekamp SECONDED THE MOTION to go out of Executive Session at 5:36 PM..

There being no further business, Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to adjourn the meeting. Ms. Seigel adjourned the meeting.

Respectfully submitted,
Jennifer Hall, Administrative Assistant

DATES TO REMEMBER:

December Board Meeting:

December 16, 2024 at 4:30 pm
Founders Room

