

BRIGHTON MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

APPROVED MINUTES December 16, 2024

PRESENT

Harriet Seigel
Joan Swanekamp
Surendar Jeyadev
Kristen Totleben

Jennifer Ries-Taggart
Cindy Stuart
Michael Burger
Nate Salzman

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

I. MATTERS OF THE PRESIDENT

Ms. Seigel raised the topic of vacation time for full and part-time staff members that are not librarians. The Board plans to compare in the coming months how other public libraries ascribe their vacation time. It was agreed that this will be discussed further in 2025 in anticipation of the 2026 budget.

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

II. APPROVAL OF THE MINUTES

The Minutes of November 18, 2024 were distributed for review and approval. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Minutes of November 18, 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

III. ACTION ITEMS

The Recommendation to Approve Adoption of the 2024 Year-End Budget Closing (as detailed below) was submitted for approval. Mr. Jeyadev MOVED and Ms. Totleben SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY.

Recommendation for 2024 Year-End Budget Closing Looking toward year-end, close examination of the library's operating budget reflects an approximate \$40,000 balance in the wages and salaries accounts due to two FT staff vacancies, as well as new hires coming in at a lower range step level. The Board approved moving an additional \$40,000 from the FT and \$10,000 from PT payrolls, transferring \$50,000 to the library's supply lines at the November 18, 2024 Board meeting. The supply lines are spent out @ 94%, dependent on final end of year purchasing. Revenues overall have decreased by approximately \$18,000 due to lack of fine revenue, as anticipated due to the no fine initiative which started the beginning of this year. There is an approximate \$1,500 increase in copy revenues. The library interest earnings are to the positive @ approximately \$44, 000 over the budgeted amount. For year-end budget closing, following coverage for all year-end expenses and encumbrances, as well as compliance with the

Town's expected application of \$90,000 to offset the 2025 budget, it is recommended any combined remaining balances, dependent on where the budget lines settle out, be transferred to the library's Reserve Fund.

The Recommendation to Combine the Certificate of Deposit and Money Market Funds was submitted for approval. Mr. Burger MOVED and Ms. Totleben SECONDED THE MOTION to approve the Adoption of the 2025 Board Meeting Schedule. THE MOTION WAS CARRIED UNANIMOUSLY.

IV. LIAISON REPORTS

Ms. Stuart shared the Friends of the BML had received a \$500 grant from the Harrison family Charitable Fund. The Friends will begin accepting donations at the library on January 2, 2025, using a small space next to the staff mailboxes for sorting and storage. The next book sale will take place at the Twelve Corners Presbyterian Church from April 24-28, 2025.

Mr. Salzman shared that the town is finalizing budget amendments for town hall furniture; anything left in the town hall is considered "junk." There will be a Town Hall Board Meeting on January 30, 2024 at noon.

V. APPROVAL OF BILLS

The List of Bills for December 2024 was submitted for approval in the amount of \$25,828.80. Ms. Swanekamp MOVED and Ms. Totleben SECONDED THE MOTION to approve the List of Bills for December 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

There are no Gift Fund bills this month.

VI. OTHER 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

