

**BRIGHTON MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**APPROVED MINUTES  
December 18, 2023**

**PRESENT**

Harriet Seigel  
Joan Swanekamp  
Michael Burger  
Sureendar Jeyadev  
Kristen Totleben  
Jason DiPonzio  
Jennifer Ries-Taggart

**NOT PRESENT**

Cindy Stuart

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

**I. MATTERS OF THE PRESIDENT**

Ms. Seigel opened discussion regarding potential revisions of the Learning Center Policy. Ms. Ries-Taggart will research/review other MCLS library meeting room policies and report back to the Board.

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

**II. APPROVAL OF MINUTES**

The Minutes of November 20, 2023, were distributed for review and approval. Ms. Swanekamp **MOVED** and Ms. Totleben **SECONDED THE MOTION** to approve the Minutes of November 20, 2023. **THE MOTION WAS CARRIED** with three in favor and two abstentions from members who were not present in November.

**III. ACTION ITEMS**

The Recommendation for 2023 Year-End Budget Closing was submitted for approval. Mr. Burger **MOVED** and Ms. Swanekamp **SECONDED THE MOTION** to approve the Recommendation for 2023 Year-End Budget Closing. **THE MOTION WAS CARRIED UNANIMOUSLY.**

The Recommendation to Revise BML Personnel Policy/Health Insurance was submitted for approval. Mr. Jeyadev **MOVED** and Ms. Swanekamp **SECONDED THE MOTION** to approve

the Recommendation to Revise BML Personnel Policy/Health Insurance. THE MOTION WAS CARRIED UNANIMOUSLY.

There being no further Action Items, Ms. Seigel moved to the Approval of Bills.

#### **IV. APPROVAL OF BILLS**

The List of Bills for December 2023 was submitted for approval in the amount of \$26,712.06. Ms. Swanekamp MOVED and Ms. Totleben SECONDED THE MOTION to approve the List of Bills for December 2023. THE MOTION WAS CARRIED UNANIMOUSLY.

The List of Gift Fund Bills for December 2023 was submitted for approval in the amount of \$3,903.39. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the List of Gift Fund Bills for December 2023. THE MOTION WAS CARRIED UNANIMOUSLY.

#### **V. OTHER BUSINESS**

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

Respectfully submitted,  
Kathy Whitbeck

#### **DATES TO REMEMBER:**

January Board Meeting

January 15, 2024, at 4:30 PM  
Learning Center