

**BRIGHTON MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**APPROVED MINUTES  
September 18, 2023**

**PRESENT**

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

**NOT PRESENT**

Jason DiPonzio

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

**I. MATTERS OF THE PRESIDENT**

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

**II. APPROVAL OF MINUTES**

The Minutes of August 23, 2023, were distributed for review and approval. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the Minutes of August 23, 2023. THE MOTION WAS CARRIED UNANIMOUSLY

**III. ACTION ITEMS**

The Recommendation for Authorization to Enter into Professional Services Contracts for 2023 All Staff Training was submitted for approval. Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Recommendation for Authorization to Enter into Professional Services Contracts for 2023 All Staff Training. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Transfer Funds to Purchase Library Document Station was submitted for approval. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Recommendation to Transfer Funds to Purchase Library Document Station. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation for Authorization to Enter into Professional Services Contract for 2023–2024 Annual Campaign Printing and Mailing was submitted for approval. Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Recommendation

for Authorization to Enter into Professional Services Contract for 2023–2024 Annual Campaign Printing and Mailing. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Accept Patron Donation was submitted for approval. Mr. Jeyadev MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Recommendation to Accept Patron Donation. THE MOTION WAS CARRIED UNANIMOUSLY.

The Recommendation to Revise BML Personnel Policy/Sick Leave was submitted for approval. Mr. Jeyadev MOVED and Ms. Totleben SECONDED THE MOTION to approve the Recommendation to Revise BML Personnel Policy/Sick Leave. 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 September 2023 was submitted for approval in the amount of \$23,043.33. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the List of Bills for September 2023. THE MOTION WAS CARRIED UNANIMOUSLY.

There are no Gift Fund Bills for September 2023.

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

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

Respectfully submitted,  
Kathy Whitbeck

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

October Board Meeting

October 16, 2023, at 4:30 PM  
Learning Center