

**BRIGHTON MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

**APPROVED MINUTES
October 21, 2024**

PRESENT

Harriet Seigel
Surendar Jeyadev
Joan Swanekamp
Kristen Totleben
Michael Burger
Jennifer Ries-Taggart
Ann Fox
Kris Lamendola
Nate Salzman

NOT PRESENT

Cindy Stuart

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

I. MATTERS OF THE PRESIDENT

Friends of BML Board member Ann Fox, along with Friends book sale coordinator Kris Lamendola, informed the Library Board that Friends operations will move to the Twelve Corners Presbyterian Church, located on 1200 South Winton Road, in mid-October 2024.

As of October 17, BML will no longer accept materials donations due to a lack of storage space. Donations will resume at the Church as of January 2, 2025.

The Friends October book sale will be the last sale at the Library until Friends move back into the Town Hall (~ two years). In the interim, book sales will be held at the Church. It is expected that the Library's bookstore will remain open.

There was some discussion of the future storage space within the Town Hall, including the possibility of increased garbage totes to make the disposal of unwanted materials donations more expedient. Mr. Salzman will follow up with the Town and report his findings to the Board.

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

II. APPROVAL OF THE MINUTES

The Minutes of September 16, 2024 were distributed for review and approval. Ms. Swanekamp MOVED and Ms. Totleben SECONDED THE MOTION to approve the Minutes of September 16, 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

III. ACTION ITEMS

Recommendation to Approve Hire of a Temporary Administrative Analyst was submitted for approval. Mr. Jeyadev MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the Hire of a Temporary Administrative Analyst. THE MOTION WAS CARRIED UNANIMOUSLY.

Recommendation to Approve Hire of a Temporary Office Account Clerk due to the medical leave of the current Office Account Clerk. Mr. Burger MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the hire of a Temporary Office Account Clerk. THE MOTION WAS CARRIED UNANIMOUSLY.

Recommendation to enter into a Professional Services Contract with WisDM Direct Mail Solutions for the printing and mailing of the 2024/2025 Annual Campaign. Ms. Swanekamp MOVED and Mr. Jeyadev SECONDED THE MOTION to approve the Professional Services Contract for the 2024-2025 Annual Campaign printing and mailing. THE MOTION WAS CARRIED UNANIMOUSLY.

IV. APPROVAL OF BILLS

The List of Bills for October 2024 was submitted for approval in the amount of \$20, 981.65. Ms. Totleben MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the List of Bills for October 2024. THE MOTION WAS CARRIED UNANIMOUSLY.

The List of Gift Fund Bills for October 2024 was submitted for approval in the amount of \$330.05. Ms. Swanekamp MOVED and Mr. Burger SECONDED THE MOTION to approve the Lis of Gift Fund Bills for October 2024. 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,
Jennifer Hall, Administrative Assistant

DATES TO REMEMBER:

November Board Meeting:

November 18, 2024 at 4:30 pm