

Briggs District Library  
108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
October 27, 2016 at 6:00pm

**Board Present:** Elizabeth Ayoub, Jason Denovich, Eric Hufnagel, Bob Jesse, Jean Ruestman, Veronica Thelen

**Board Absent:** Rick Aaron

**Staff Present:** Director, Sara Morrison

The Briggs Public Library is barrier-free. This meeting is open to all members of the public under Michigan's Open Meetings Act. For further information, contact the Library at (989) 224-4702.

The regular meeting of the Briggs District Library, held and posted in compliance with the Open Meetings Act was called to order at 6:02 p.m. by Board Chairperson, J. Ruestman.

J. Ruestman requested to add the following items to the agenda under item 4. Lease Amendment, motions for chair or secretary to sign transfer title documents, and motion to allow easement of property. No motions could be carried out on any of the newly added items in accordance with the Open Meetings Act. B. Jesse moved to approve the agenda as presented. Seconded by E. Ayoub. All in favor, motion carries.

B. Jesse moved to approve the regular meeting minutes from September 1 and September 22, 2016 as amended and the meeting minutes from August 4, 2016 as presented. Seconded by E Ayoub. All in favor, motion carries.

No Limited public comment

Unfinished Business:

E. Hufnagel will abstain for voting on M. Geller Lease/Contract due to conflict of interest. As a city employee M. Geller would abide by the city holiday schedule which could be different than the library holiday schedule. If conflicts exist, M. Geller will have those days off. B. Jesse moved to approve the Lease/Contract agreement and amended that motion to authorize the chair to sign the Lease/Contract agreement. Seconded by J. Denovich. All in favor, motion carries.

Discussion on the payroll services was based on three vendors: PayChex, FirstMerit, and St. Johns Business & Tax Service. B. Jesse moved to accept the FirstMerit payroll services. Seconded by E. Ayoub. All in favor, motion carries.

The benefits discussion was based on the following vendors: PayChex, ICMA, and Edward Jones for Retirement. J. Denovich moved to have S. Morrison's retirement remain with ICMA and to additionally offer retirement plans to all employees at no cost to the Library. Seconded by B. Jesse. All in favor, motion carries.

S. Morrison will continue to research medical, life, and disability plans.

S. Morrison has unused vacation and sick leave balances. A discussion with D. LaForest at the City needs to happen in order to determine how the unused time will be managed.

The personnel manual will be forwarded to each board member for their review. All comments will be emailed to S. Morrison for compilation and discussion at a special meeting.

We have a small amount of money left in the current contract with King Media. We will ask King Media to do a social media push. Otherwise, we will be putting King Media on hold for now while we work through administrative items.

E. Ayoub made a motion to go with Barber's Floors & More, Inc and spend \$1,368.89 for porch carpeting. Seconded by B. Jesse. All in favor, motion carries.

For security, there is some concern over the cost, liability, and effectiveness of security cameras. The board requested that the Facilities Maintenance committee instead review the cost of mirrors to be discussed in January or February.

The Library paid the deposit for Sunrise Seamless for new eaves troughs. The updates are not scheduled yet.

E. Ayoub has made some contacts for filling the open board position coming up in December. In accordance with the by-laws, the board is seeking input from the townships and the school board to fill an open board position that will be vacated at the end of December 2016. The recommendation to the school board will be made on November 23.

New Business:

The board reviewed the hourly study and Library closure days. The hourly study indicated that the library's current hours of service seem to be appropriate. After reviewing the four recommendations for library closure days, B. Jesse moved to accept Option C which will increase the number of days the Library is open in 2017. Seconded by E. Ayoub. All in favor, motion carries.

The City Awards Lunch & Holiday Gift decision was tabled to the special meeting to allow time to discuss the invoicing with the City. Employee Retirement gifts and luncheons are regulated by the government. However, donations to the library in their honor of the retired person can be made. S. Morrison will come up with some ideas and will be voted upon at the special meeting.

Anne Seuryneck, with Foster Swift Collins & Smith PC, is willing to be on retainer with the Library.

The Library needs to extend the lease for one month. It will be voted upon at the upcoming special meeting. Motion 2 of the Property Transfer motions will be removed from the special meeting agenda.

E. Ayoub made a motion to contract Smith Lawnscape for snow removal. Seconded by J. Denovich. All in favor, motion carries.

S. Morrison reported that the Emerald Golf Course was reserving a date for the library to hold their annual fundraiser. The board decided to let the reservation go in order to give time to focus on the administrative needs of becoming a district library.

The Board approved to move the December regular meeting to December 19 at 6:00.

B. Jesse moved to approve the Revenue and Expenditure Report as presented and place the Treasurer's Report on file. Seconded by E. Hufnagel. All in favor, motion carries.

B. Jesse moved to approve the payment of the bills. Seconded by E. Hufnagel. All in favor, motion carries.

B. Jesse moved to adjourn the meeting at 8:31.

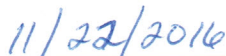
Next Special Meeting: Wednesday, November 9 at 6:30

Next Regular Meeting: Tuesday, November 22, 2016 at 6:00

Respectfully submitted by Veronica Thelen, District Library Board secretary.



Veronica Thelen, District Library Board Secretary



Minutes Approved