

BRIGGS DISTRICT LIBRARY BOARD MEETING

December 19, 2016

6:00 p.m.

The regularly-scheduled board meeting of the Briggs District Library, held at 108 East Railroad Street, St. Johns, Michigan, was called to order at 6:04 p.m. by Library Chairperson Jean Ruestman. Present were board members Bob Jesse, Eric Hufnagel, Elizabeth D. Ayoub, and Jean Ruestman. Veronica Thelen, Jason Denovich, and Rick Aaron were absent. Members of the public present were Library Board Director Sara Morrison, Joe Verlin and Terrilynn Voisin.

Bob Jesse moved, seconded by Eric Hufnagel, to approve the agenda as amended. Motion carried.

Bob Jesse moved, seconded by Eric Hufnagel, to approve the minutes from the November board meeting. Motion carried.

Joe Verlin representing Gabridge & Co., the company hired to perform the audit for the library, reviewed the Annual Financial Report for the two month period ending June 30, 2016.

It was recommended that the Personnel Manual be reviewed by all board members with the intention that this be sent for review by the attorney after the January board meeting. This matter will be placed on the January agenda.

Bob Jesse moved to accept the recommendation of the Personnel Committee approving the health coverage & life & disability insurance for all full time employees. Elizabeth Ayoub seconded. Motion carried.

Elizabeth Ayoub moved and Eric Hufnagel seconded that the District Library Board Chairperson be authorized to execute the Health, Life and Disability insurance documents. Motion carried.

Elizabeth Ayoub moved to adopt the resolution relating to a 457 deferred compensation plan. Upon support by Bob Jesse, a roll call vote was taken. Hufnagel, Ayoub, Ruestman and Jesse voted aye. No one voted nay. Absent from the vote were Denovich, Aaron, and Thelen. The resolution carried.

Eric Hufnagel moved to accept the 401K plan between ICMA Retirement Corporation and Briggs District Library, authorizing the Chairperson to sign the document as amended ("All other full time employees 6%"). Upon second by Bob Jesse, a roll call vote was taken. Hufnagel, Ayoub, Ruestman, and Jesse voted aye. No one voted nay. Absent from the vote were Denovich, Aaron, and Thelen. The resolution carried.

Bob Jesse moved to approve the **Library Director Employment Contract**, as amended ("This is the complete agreement and understanding between the parties" added). Seconded by Eric Hufnagel. Motion carried.

Elizabeth Ayoub moved to accept the liabilities as of December 31, 2016, as a **transfer from the City of St. Johns**, for the accrued sick and vacation times of the Briggs District Library Director. Eric Hufnagel seconded. Motion carried.

Due to a state district library law which precludes two elected officials from serving simultaneously on the board of a district library board, Eric Hufnagel tenders his **resignation** effective December 31, 2016. Elizabeth Ayoub moved to accept his resignation. Bob Jesse seconded. Motion carried.

Bob Jesse moved to recommend to the St. Johns City Commission that they **appoint Terrilynn Voisin** (residing at 306 East Railroad Street) to complete the remainder of the term vacated by Eric Hufnagel effective December 31, 2016 and which expires on December 31, 2017. Seconded by Eric Hufnagel. Motion carried.

The board reviewed some **snow/safety issues** and is taking the necessary safety precautions.

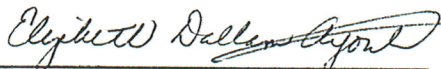
Sara Morrison reviewed **technology quotes** she received. All quotes falling within the amount budgeted for this, no board action was necessary.

Bob Jesse moved to accept the **revenue/expenditure report** attached hereto. Eric Hufnagel seconded; motion carried.

Elizabeth Ayoub moved to **approve bills** written on checks numbered 1150 through 1168 inclusive, totaling \$39,122.44. Eric Hufnagel seconded. Motion carried.

There being no further business before the Board, the meeting was adjourned by the Chairperson at 8:07 p.m.

Respectfully submitted,



Elizabeth D. Ayoub
Acting Secretary for the meeting

Minutes approved: _____