

Briggs District Library Board Meeting
February 22, 2018
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 6:00 p.m. by Library Board Chairperson Bob Jesse. Present were board members Bob Jesse, Robert Andretz, Jean Ruestman, Jason Denovich, and Chris Zehr. Absent were board members Leslie Salemi and Elizabeth Ayoub. Staff members present were Library Director Sara Morrison Assistant Director, Brett Harger. Rose Rennells attended representing the Friends Group.

Jean Ruestman moved, with a second by Jason Denovich, to approve the agenda. Motion carried

Jason Denovich moved, with a second by Jean Ruestman to approve the minutes with amendment. Motion carried

Rose Rennells gave an update on the Friends Group.

Update report of the Mystery Dinner Theatre program by Sara Morrison.

Chris Zehr moved with a second by Jean Ruestman to accept and file the treasurer's report. Motion carried

Jean Ruestman moved with a second by Chris Zehr to approve bills written on checks numbered 1636-1663, debits and direct deposits through February 21, 2018 inclusive totaling \$26,766.34. Motion carried.

The board watched a training video from United for Libraries.

Jean Ruestman moved with a second by Jason Denovich to approve the updates to the Financial Policies & Internal Controls Policy. Motion carried.

Jason Denovich moved with a second by Chris Zehr to approve Bob Jesse, Jean Ruestman, Sara Morrison, and Brett Harger as authorized signers for financial institution accounts.

Jason Denovich moved, with a second by Jean Ruestman to amend expenditure line 7860 Hoopla from \$6,000.00 to \$4,800.00 and line 7450 Automated Info from \$2,830.00 to \$4,030.00. Motion carried.

Review of the strategic plan.

Jason Denovich moved with a second by Chris Zehr, to approve the library to close at 1:00 p.m. on April 27, 2018 for staff training and be open until 1:00 p.m. on August 10th during the Mint Festival. Motion carried.

Jean Ruestman moved, with a second by Jason Denovich, to purchase up to 3 drop boxes from Katron Industries and spend up to an additional \$400.00 per box for vinyl decals from Michigan Graphics & Signs. Motion carried.

Briggs District Library Board Meeting was adjourned by the Chairperson at 7:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chris Zehr". The signature is written in black ink and is positioned to the right of the typed name "Chris Zehr".

Chris Zehr
Secretary