

**Briggs District Library  
108 E. Railroad Street  
St. Johns, MI 48879  
May 2, 2016**

Approved: \_\_\_\_\_ President J. Ruestman: \_\_\_\_\_

Called to order: 6:03 p.m.

Board present: V. Thelen, J. Ruestman, B. Jesse, E. Ayoub, E. Hufnagel, J. Denovich, R. Aaron

Board absent: None

Staff present: S. Morrison

**Oath of Office**

Mindy read oath all board members present as written above agreed and signed the oath, on file.

**Election of Presiding Officer**

Motion by R. Aaron to appoint J. Ruestman as Presiding Officer. Seconded by E. Hufnagel. All in favor, motion carries.

**Approval of Agenda as presented**

E. Ayoub moved to approve the agenda as presented. Seconded by R. Aaron. All in favor, motion carries.

**Limited Public Comment**

J. Ruestman requested that the public keep all comments under three (3) minutes and directed to her.

- E. Jones from Greenbush Township voiced concern over desire to pay for roads and other facilities. Not that they do not support the library.
- E. Barks from Olive Township voiced similar concern and called for increased public awareness and transparency of the board's activities.
- L. Chant from Riley Township voiced concern over budgetary issues that are attempting to pay for new township hall, roads, and bridges.
- J. Smith from Bingham Township voiced similar concern for the board activity transparency.
- R. Ferguson from Essex Township just received .5 mil for roads. Felt like .75 mil was a lot to place on families.
- E. Voisinett from Olive Township voiced concern regarding wanting to expand without appropriate existing funds and whether expansion is needed.

**New Business**

**1.) Adoption of By-laws**

The following amendments to the presented by-laws were

1. Change President to Chair and Vice President to Vice Chair in all applicable locations
2. Specify Committee Chair to provide distinction between the Chair of the Board and the Chair of a specific committee.
3. Each committee will consist of one (1) Trustee who shall be chair of that committee.

- B. Jesse moved to approve the by-laws as amended. Seconded by E. Ayoub. All in favor, motion carries.
- 2.) Election of officers
- B. Jesse moved to approve the slate of officers was presented. Seconded by V. Thelen. All in favor, motion carries.
- a. President: J. Ruestman
  - b. V. President: E. Hufnagel
  - c. Secretary: V. Thelen
  - d. Treasurer: R. Aaron
    - i. Motion: B. Jesse moved to approve
    - ii. Second: V. Thelen seconded
- R. Aaron moved to close the election. Seconded by B. Jesse. All in favor, motion carries.
- 3.) Approval of District Library Agreement Exhibits
- R. Aaron moved to approve the Agreement Exhibits. Seconded by J. Denovich. All in favor, motion carries.
- R. Aaron moved to amend the verbiage to state, Note: Exhibit A (Map of District) did not need approval. Seconded by E. Ayoub. All in favor, motion carries.
- 4.) Budget Hearing for May 2016 – June 2016 Budget/Adopt Budget Resolution
- E. Ayoub moved to open the budget hearing. Seconded by R. Aaron. All in favor, motion carries.
- E. Ayoub moved to adopt the limited budget as stated. R. Aaron seconded. All in favor, motion carries.
- E. Hufnagel moved to close the budget hearing. Seconded by B. Jesse. No public comment given.
- 5.) Board Regular Meeting Schedule
- Discussion of how to get the meeting schedule out to the public. Decision to send email to the township boards and to add in an article in the paper if there is no cost for the article. Another suggestion was that the Library should document the meeting schedule on the Facebook page.
- E. Hufnagel moved to approve the Board Regular Meeting Schedule as amended (remove August 25, moved December 22 to 14). Seconded by J. Denovich. All in favor, motion carries.
- 6.) Adoption of existing Library Policies (until time of next review)
- E. Ayoub moved to adopt the existing board policies except for FOIA, Library User Card, and Services for Board Members which will have new replacements. Seconded by E. Hufnagel. All in favor, motion carries.
- 7.) Adoption of New Policies
- a. FOIA Procedures & Guidelines & Written Public Summary
    - E. Hufnagel moved to approve the FOIA Procedures & Guidelines & Written Public Summary, on file. Seconded by E. Ayoub. All in favor, motion carries.
  - b. Investment Policy
    - E. Ayoub moved to adopt the investment policy with the typographical error amended on page 1 paragraph 4. Seconded by B. Jesse. All in favor, motion carries.
  - c. Social Security Number Privacy Policy
    - B. Jesse moved to adopt the Social Security Privacy Policy that will be amended into the current Personnel Manual and be presented to current employees for their acknowledgment. Seconded by J. Denovich. All in favor, motion carries.
  - d. Library Use Card Policy
    - There was discussion as to whether the Library will need to credit individuals who currently pay to use the library who are now part of the district. S. Morrison will look to see if she can pull numbers on how many individuals would be included in this

reimbursement from the system. The policy can be approved without that information and a decision on that can be made at a later time. B. Jesse moved to adopt the Library Use Card Policy as written. E. Ayoub seconded. All in favor, motion carries.

e. Library Services for Library Board Members

Motion: R. Aaron moved to adopt the Library Services for Library Board Members with the amendment of adding MCL to the first line after 1989. Seconded by E. Ayoub. All in favor, motion carries.

8.) Resolution to Certify Millage Proposal for August 2 Election

There was discussion over the millage amount. After figuring the decrease in revenue since the mid-2000's, staff, and working hours to the increase in operating costs, the figure of .75 mil was deemed appropriate. B. Jesse moved to approve the resolution to certify the millage proposal for the August 2 election. Seconded by R. Aaron. All in favor, motion carries.

9.) Set Budget Hearing for 2016-2017

E. Ayoub moved to open the budget hearing at the May 26 meeting and to vote on it at the June 23 meeting. Seconded by R. Aaron. All in favor, motion carries.

10.) Resolution Selecting Financial Institution & Authorization of official signatory for accounts (need to identify how many signatories and whom those individuals will be)

At the Organizational Meeting of the Briggs District Library Board ("Library Board") held on May 2, 2016, the following Resolution was offered by B. Jesse and supported by J. Denovich.

WHEREAS the Library Board has fiduciary responsibility for the finances of the Briggs District Library and an obligation to manage the resources entrusted to the Library by the community.

WHEREAS the Library Board has the authority to select a financial institution(s) it determines best serves the needs of the Briggs District Library.

BE IT RESOLVED that, the Briggs District Library approves the proposal submitted by First Merit Bank to handle the Library's banking requirements.

BE IT FURTHER RESOLVED that, the Library Board authorizes the signatories on the account(s) to be Sara B. Morrison, Library Director, E. Aaron, Library Board Treasurer and J. Ruestman, Library Board Chair and E. Hufnagel, Library Board Vice Chair.

11.) Insurance Coverage

J. Denovich moved that the Library Board delegate Jean and Sara to obtain directors and officers short term coverage and contents insurance. Seconded by B. Jesse. All in favor, motion carries.

12.) Legal Counsel

R. Aaron moved to continue the retainer for legal counsel. Seconded by E. Ayoub. All in favor, motion carries.

13.) Internal Controls (authorization to do an RFP for an audit firm to help set up internal controls and do an audit when the time comes)

The Library Board amended the Internal Control & Auditing Services document to include a response date of May 23, 2016 by any firm with a date of notification to the successful bidder of June 26, 2016. Additional amendments to the document were to specify that no bills shall be submitted for cost for the RFP under the Right to Reject Clause and that "the District Library Board will select the audit firm(s) who..." to the Method of Evaluating Proposals section.

E. Hufnagel moves to solicit RFP for Internal Controls and Audit Services. Seconded by R. Aaron. All in favor, motion carries.

- 14.) Resolution authorizing Director to pay invoices until next regular Library Board meeting  
At the Organizational Meeting of the Briggs District Library Board ("Library Board") held on May 2, 2016, the following Resolution was offered by E. Hufnagel and supported by B. Jesse.

WHEREAS the Briggs District Library Board has passed a budget for May 2, 2016 – June 30, 2016.

WHEREAS the Briggs District Library must pay its bills on time and the Library Board requests that all bills are paid by their due date.

WHEREAS the Library Board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The Library Director must submit to the Library Board Treasurer a monthly report of expenditures. The Library Board Treasurer will include the monthly expenditure report in his/her report to the Library Board.

BE IT RESOLVED that, the Briggs District Library Board authorizes the Library Director and/or his/her designee to pay invoices for services and products rendered to the Library and all employee expenses (wages and benefits) in compliance with the approved budget until the adoption of a Purchasing Policy. Any invoice that will cause a budget line-item overrun must be approved in writing by the Board Treasurer prior to payment.

- 15.) Update on King Media (Public Relations Firm)

J. Denovich moved to accept the King Media design under code A-2 with the potential for the following update of an orange open book (removing the stack of 3 books) and authorize Jean and Sara to respond with these changes and approve the logo. Seconded by R. Aaron. All in favor, motion carries.

- 16.) Other

S. Morrison reminded the Library Board of the May Fundraiser. The fundraiser will be held on May 17, 2016 from 7:00 p.m. to 9:00 p.m. at the Emerald Golf Course. Discussion to refer to the library as the Briggs Library was discussed due to the district library initiative.

Adjournment: B. Jesse moved to adjourn the meeting at 8:35 p.m. Seconded by J. Denovich. All in favor, motion carries.

Next Regular Meeting: May 26, 2016 at 6:00 p.m.

Respectfully submitted by Veronica Thelen, District Library Board secretary.