

Briggs District Library
108 E. Railroad Street
St. Johns, MI 48879
Minutes – August 4, 2016

Board Present: Rick Aaron, Jason Denovich, Eric Hufnagel, Bob Jesse, Jean Ruestman, Veronica Thelen, Jean Ruestman (arrived at 6:52 p.m.)

Board Absent: Elizabeth Ayoub

Staff Present: Director, Sara Morrison

The meeting was called to order at 6:13 p.m. by Board Vice Chairperson, E. Hufnagel.

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

R. Aaron moved to approve the July 22, 2016 minutes as presented. Seconded by J. Ruestman. All in favor, motion carries.

B. Jesse moved to approve the July 28, 2016 minutes as presented. Seconded by J. Denovich. All in favor, motion carries.

There was no limited public comment.

Unfinished Business:

B. Jesse will move forward with the Yes Committee for the wrap up of events, possibly host a community event to celebrate becoming a District Library, and discuss current funds.

Schedule Special Meeting for levy resolution and L-4029: The board scheduled a special meeting for September 1, 2016 at 6:00 p.m. so that we can pass a resolution for a levy and approve the form that must be turned into the county clerk by September 30.

Update on District Library Agreement: The agreement will not be going to the school board on August 8, 2016. We will revisit the language and have it reviewed by the state library prior to the Library board and school board approving it.

New Business:

M. Geller Contract: The personnel evaluation will be handled by the Library Director, but the compensation adjustments are controlled by the city personnel committee which could put her on a different compensation scale as the rest of the Library employees without regard to her evaluation. E. Hufnagel will discuss this issue with city personnel committee to figure out an agreement.

DDA Winter Festival of Lights: There is a parade with arts, crafts, and Santa on Friday night. The Library does arts, crafts, and Santa the same night. The Festival of Lights would like the Library to do their events on Thursday and Saturday only, but not Friday or to only have Mrs. Claus present on Friday. This will continue to be a collaborative effort between the Festival of Lights committee and the Library. J. Denovich will advocate for the Library during the Festival of Lights meetings.

Goal Prioritization: We would like to place some drop boxes at the Township halls that the Library will maintain. B. Jesse will follow up with Olive Township to get an idea if they would be interested.

Each committee will look at the listed goals to research and prioritize them. The Library staff will look at a few of the goals for the township services to present to the Library Board.

Contracts with Townships: The Library needs to offer a contract with each township for their residents outside of the school district limits. If townships decline the contract, the Library could offer that contract on a per household basis. The Library needs to adopt an interim plan for individuals who want a new library card. J. Ruestman and E. Hufnagel will work together as a task force to develop policies to account for Library patrons who live outside of the school district limits.

R. Aaron presented the Treasurer's Report on file. B. Jesse made a motion to accept the Treasurer's Report as presented. Seconded by E. Hufnagel. All in favor, motion carries.

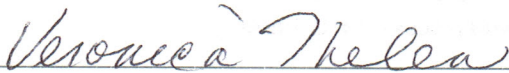
R. Aaron moved to approve the payment of the bills. Seconded by J. Denovich. All in favor, motion carries.

B. Jesse moved to adjourn the meeting at 7:21. Seconded by R. Aaron.

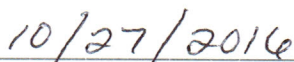
Next Special Meeting: September 1, 2016 at 6:00 p.m.

Next Regular Meeting: September 22, 2016 at 6:00 p.m.

Respectfully submitted by Veronica Thelen, District Library Board secretary.



Veronica Thelen, District Library Board Secretary



Minutes Approved

Briggs District Library
108 E. Railroad Street
St. Johns, MI 48879
Minutes – September 1, 2016

Board Present: Rick Aaron, Jason Denovich, Eric Hufnagel, Bob Jesse, Jean Ruestman, Veronica Thelen, Jean Ruestman

Board Absent: Elizabeth Ayoub

Staff Present: Director, Sara Morrison

The special 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.

R. Aaron moved to approve the agenda as presented. Seconded by E. Hufnagel. All in favor, motion carries. J. Ruestman opened discussion by requesting to add a discussion about policies and the email system. B. Jesse seconded. All in favor, motion carries.

Budget Hearing

B. Jesse moved to open the public hearing. Seconded by R. Aaron. All in favor, motion carries. With No public present, B. Jesse moved to close the public hearing. Seconded by R. Aaron. All in favor, motion carries.

R. Aaron moved to approve Resolution 2016-009 (Budget Adoption, Levy Authorization & L-4029 form) which authorized the secretary and chair to sign the L-4029 form. Seconded by E. Hufnagel. Roll Call voting was conducted. Those in favor were B. Jesse, J. Denovich, R. Aaron, E. Hufnagel, J. Ruestman, and V. Thelen. No opposition. E. Ayoub did not vote due to absenteeism. B. Jesse opened discussion by requesting clarification on where certain budget items were placed in the revenues portion of the budget adoption.

E. Hufnagel moved to approve Resolution 2016-010 (Amendment to Section III C of the District Library Agreement). Seconded by R. Aaron. Roll Call voting was conducted. Those in favor were B. Jesse, J. Denovich, R. Aaron, E. Hufnagel, J. Ruestman, and V. Thelen. No opposition. E. Ayoub did not vote due to absenteeism. The Amendment will go on the School Board agenda on September 12, which J. Ruestman will attend. Library of Michigan gave a preliminary okay of the amendment, but there will need to be an official approval by the Library of Michigan. It may be best to have the city commission approve it prior to the school board. The next city commission meeting is also on September 12.

Other

The personnel policy will need to be ready by January and we do have the ability to move individuals off minimum wage, hire extra employees, and account for medical and retirement. Library staff will go through the current city personnel policy and determine priority. J. Ruestman, E. Hufnagel, and V. Thelen will work as a personnel committee.

The current email system, Network Solutions, can copy to gmail, but will not copy over to yahoo or Juno. J. Denovich will work with S. Morrison to look into a free gmail account. J. Denovich informed the board that from a security system, the board will need to have a passcode on their phone.

B. Jesse moved to adjourn the meeting at 6:45. Seconded by J. Denovich.