

Briggs District Library
108 E. Railroad Street
St. Johns, MI 48879
Minutes – September 22, 2016

Board Present: Elizabeth Ayoub, Jason Denovich, Bob Jesse, Jean Ruestman

Board Absent: Rick Aaron, Eric Hufnagel, Veronica Thelen

Staff Present: Director, Sara Morrison

The regular meeting of the Briggs District Library, held and posted in compliance with the Open Meetings Act was called to order at 6:00 p.m. by Board Chairperson, J. Ruestman.

J. Ruestman requested to amending the agenda adding property transfer and attorney under new business. J. Denovich moved to approve the agenda as amended. Seconded by B. Jesse. All in favor, motion carries.

J. Denovich moved to table the special meeting minutes from September 1, 2016 and the regular meeting minutes from August 4, 2016 until a quorum of those Board members in attendance at those two meetings can be present to approve them. Seconded by E. Ayoub. All in favor, motion carries.

There was no limited public comment.

Unfinished Business

1. Update on District Library Agreement: It was reported that the St. Johns City Commission passed a resolution approving the amendment to the District Library Agreement at their Sept. 12, 2016 meeting. J. Ruestman attended to Sept. 12, 2016 St. Johns School Board meeting. The amendment was an item on the agenda for discussion. The St. Johns School Board will discuss the amendment again at their Sept. 26, 2016 meeting and a vote will be taken then.
2. Thank you to Community Event: Various ideas were considered. Board decided not to pursue an event at this time. Board indicated that staff could plan something if they were so inclined. Board would like to see a Facebook post of the new Briggs District Library sign after it is installed on the building.
3. M. Geller Contract/Lease: J. Ruestman stated that at the last meeting E. Hufnagel had said he would look into this matter. E. Ayoub offered to draft an agreement for review at the Oct. 27, 2016 meeting. All are in agreement that the contract needs to be in approved by all parties and in place prior to Jan. 1, 2017.
4. Other

New Business

1. White Pine Library Cooperative Plan of Service: S. Morrison explained background on WPLC Plan of Service and that it has been requested by WPLC that our Board vote on approving the Plan of Service covering the time frame Oct. 1, 2016 to Sept. 30, 2018. B. Jesse stated that our name needs to be changed in the document from Briggs Public Library to Briggs District Library.

B. Jesse moved to approve the White Pine Library Cooperative Plan of Service. Seconded by J. Denovich. All in favor, motion carries.

2. Financial Policies & Internal Controls: E. Ayoub reviewed proposed policy. B. Jesse moved to adopt the policy as presented. Seconded by E. Ayoub. Roll Call voting was conducted. Those on favor were B. Jesse, J. Denovich, E. Ayoub and J. Ruestman. No opposition. E. Hufnagel, R. Aaron and V. Thelen did not vote due to absenteeism.
3. Fraud Risk Management Policy: E. Ayoub reviewed proposed policy. B. Jesse moved to adopt the policy as presented. Seconded by E. Ayoub. Roll Call voting was conducted. Those on favor were B. Jesse, J. Denovich, E. Ayoub and J. Ruestman. No opposition. E. Hufnagel, R. Aaron and V. Thelen did not vote due to absenteeism.
4. King Media Marketing Proposals: Board discussed the various suggestions proposed by King Media. Board will work on developing a new mission statement. Marketing priorities were discussed. Board would like to learn more about King Media's suggestion of a "New Patron Campaign" what it would entail and how much it would cost. J. Ruestman and S. Morrison to follow up with King Media.
5. Facility Recommendations:
 - a. Porch Carpet: B. Jesse presented the two quotes for the porch carpet. Board requested that Facility Committee contact both companies to get wear rating on the propose carpet and that they contact Clinton Floor Covering to determine if floor prep is included in their quote. Committee to bring findings back to October meeting.
 - b. Security Cameras: B. Jesse presented the quotes provided by ADT and Surveillance and More. Decision was made to seek additional quotes and to include both interior and exterior cameras.
 - c. Eaves trough: Back of Building: B. Jesse presented the quote from Sunrise Seamless, L.L.C.. There was discussion of getting a second quote. It was noted that almost no one does eaves troughs for commercial buildings. J. Denovich moved to have B. Jesse seek additional quotes and document results. If no other firms who do commercial eaves troughs can be located, Library will proceed with hiring Sunrise Seamless to replace the eaves trough on the back of the Library Building. Seconded by B. Jesse. All in favor, motion carries.
6. Personnel Matters/Policies: J. Ruestman reported on committee work in this area.
7. Filling Open Board Seats: There will be an open Board seat at the end of Dec. Board discussed how to fill that position, possible candidates, township role in process and when name would need to be submitted to St. Johns School Board.
8. Update on Community Christmas Event: J. Denovich updated Board on plans for Winter Festival of Lights. Library will have its Holiday Program with Santa as usual on Friday Dec. 2nd. It is yet to be determined if Library will play a larger role in the other planned activities. Next meeting dates on event are set for Sept. 29th and Oct. 13th at Ryan's Roadhouse at 7pm.

9. Property Transfer: Board discussed the pending transfer of the deed for the Library building and property. Topics covered included title insurance, a survey of the property and a Phase I Environmental Assessment. S. Morrison is to contact Mid-State Title about title insurance and locate an individual or firm to conduct a survey. Board chose not to pursue a Phase I Environmental Study at this time.
10. Attorney: J. Ruestman informed the Board that the Library's legal counsel is retiring at the end of December. Discussion on seeking new legal counsel. S. Morrison will contact A. Seuryneck, library law specialist, with Foster Swift to determine if she can take the library on as client.

R. Aaron was not in attendance. The Treasurer's Report is on file.

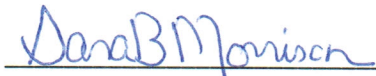
B. Jesse moved to approve the payment of the bills. Seconded by J. Denovich. All in favor, motion carries.

S. Morrison presented Director's Report. An update was given on the status of filing the L-4029 form with the County Clerk, Equalization and the nine municipality clerks.

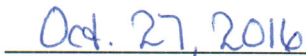
B. Jesse moved to adjourn the meeting at 7:45. Seconded by J. Denovich.

Next Regular Meeting: October 27, 2016 at 6:00 p.m.

Respectfully submitted on behalf of Veronica Thelen, District Library Board secretary by Sara Morrison, Director.



Sara Morrison, Briggs District Library Director



Minutes Approved