

**Briggs Public Library
108 E. Railroad Street
St. Johns, MI 48879
January 8, 2015**

Approved: March 12, 2015

President R. Bellgowan: 

Called to order: 7:00 p.m.

Board present: B. Bellgowan, B. Delavan, J. Ruestman, C. Sackrider, V. Thelen

Board absent: J. Brewbaker, E. Hufnagel, M. Madden, T. Schultheiss

Staff present: S. Morrison, M. Geller

Public present: Brett Harger

Limited Public Comment: Brett Harger (library staff) spoke briefly regarding staff concerns on the speed of addressing stable library funding. Harger inquired about the 2016 deadline for millage requests and what the Board saw as their goal. Board Members expressed appreciation of his interest and said they are working towards keeping lines of communication open with the townships and the city. At this time they are working towards a common goal of moving the library forward and garnering increased funding.

Approval of agenda: on file. Delavan moved to approve agenda as printed, seconded by Ruestman, all in favor.

Reading and Approval of Minutes: on file. Delavan moved to approve minutes as printed, seconded by Thelen, all in favor.

REPORTS OF OFFICERS:

Treasurer's Report – on file. Morrison reviewed the Revenue and Expenditure Report as of 12/31/14. The first Bingham Township check has been received. Penal fines will come in August. A line item adjustment will be made at a later date to accommodate the purchase of the handicap railing that was not budgeted for this fiscal year. Copies of the City Audit were provided. Alice Jumper Estate monies were deposited in assigned/designated line in reserves.

Director's Report – on file. Morrison reported that the Annual Report/State Aid Application has been submitted. Morrison also reported that she attended the Art Focus Group meetings as part of a DDA initiative. A possible sculpture in front of the library was discussed. Library Board stated they were in favor of the project. General consensus was that the City/Commission would need input/approval before finalizing this project.

Library Friends Group – none. Friends Group Book Sales (between 11/1/14 and 12/31/14) totals were \$709.11 as stated in the Director's Report.

White Pine Library Cooperative –none.

Unfinished Business

1. Direction Committee Update – Morrison stated that the Public Library Survey has been on the Library's website for two months and would be taken down the first part of February. Staff emailed the link to all the patrons the Library had an email address for, handed out flyers encouraging participation at desk, gave out print copies to patrons who wanted them and requested participating via the newspapers and Facebook. B. Delavan stated that the Direction Committee had been looking at the need for additional funding for the Library for a while now.

2. Donor Recognition/Gift Policy – on file. Morrison drafted possible revisions to the Gift Policy. The Committee will meet before the March meeting to finalize revisions to policy.

3. Possible New Fees for Services:

a. Test Proctoring Policy – on file. Morrison researched and presented a Test Proctoring Policy for the Board to review. Ruestman moved to approve policy as printed, seconded by Delavan, all in favor.

b. Fee/Fine Policy (Scanning) – on file. Sackrider moved to approve scanning fee as printed, seconded by Delavan, all in favor.

4. Other – Sackrider stated that photographer, Andrew Jenkins will waive the \$50.00 portrait fee for a 8x10 picture of the Director, Sara Morrison. Ruestman moved to approve the photo session, seconded by Sackrider, all in favor. Sackrider will contact A. Jenkins that this issue has been board approved so he can contact Morrison to set a date for the sitting.

New Business

1. Annual review of By-Laws – on file. Morrison stated that there were no changes in the By-Laws. Thelen moved to approve the By-Laws as printed, seconded by Ruestman, all in favor.

2. Election of Officers : Board Members discussed the roster of positions and proposed the following -

President: Robert Bellgowan

Vice President: Byron (Bud) Delavan

Treasurer: Tomi Ann Schultheiss

Corresponding Secretary: vacant

Personnel Committee: Robert Bellgowan, Cali Sackrider, Jean Ruestman

Library Sub-committee: Byron Delavan, Jennifer Brewbaker

Library Foundation: Eric Hufnagel

Sackrider moved to approve the slate of officers and committee members as proposed, seconded by Delavan, all in favor.

3. Goals for 2014-2015 Budget –

a. Five Year Plan – on file. Conversation about facility maintenance and the need for the Board to be more aware of those issues. Sackrider moved that the Board appoint V. Thelen to the facility maintenance committee, seconded by Delavan, all in favor. Board discussed the value of possibly doing a strategic plan for the Library. Library Board requested that Morrison contact firms that do Strategic Plans and that a special Library Board meeting be held in February to discuss the proposals.

b. Appoint a Finance Committee – Library Board Treasurer and Library Director will meet to draft the 2015-2016 budget.

4. Draft of Annual Report – on file. Copies of the Annual Report were provided to Board Members by Morrison.

a. Board picture for Report. Postpone until the March Board Meeting.

5. Updated Board Member Contact List – on file. Morrison provided an updated Contact List of Board Members and asked for an email address confirmation.

6. Other – none.

Adjournment: Thelen moved to adjourn at 8:09 pm. seconded by Sackrider, all in favor.

Respectfully submitted,
M. Geller