

**Briggs Public Library  
108 E. Railroad Street  
St. Johns, MI 48879  
January 14, 2016**

Approved: \_\_\_\_\_

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

Called to order: 7:10 p.m.

Board present: B. Bellgowan, J. Brewbaker, J. Denovich, E. Hufnagel, S. O'Rourke, J. Ruestman, C. Sackrider, T. Schultheiss, V. Thelen

Board absent:

Staff present: S. Morrison, M. Geller

Public present: B. Harger, Mr. & Mrs. Bob Jesse

Board President welcomed Steve O'Rourke to the Library Board.

Introduction of New Staff Members: Erin Faivor, Liz Janetzke and Kristy Thelen

Board Picture for Annual Report – not taken

Approval of Consent Agenda: Ruestman moved to approve Consent Agenda as printed: (a.) Approval of Minutes (reg. mtg. 11/12/15) - on file Special Meeting (12-8-15) – on file (b) Director's Report –on file

(c) Fundraiser Update – on file, (d) White Pine Library Cooperative Minutes – on file, seconded by Thelen, all in favor.

Approval of Agenda: on file. Schultheiss moved to approve Agenda as presented, seconded by Ruestman, all in favor.

#### REPORTS OF OFFICERS:

Treasurer's Report – on file. Schultheiss presented the Treasurer's Report and the Audit results. Morrison presented information on item (c).

a.) December Revenue/Expenditure Report & Bills Paid in Nov/Dec – on file

b.) Audit Results – on file. Noted that various revenues and fund balance was up.

c.) 12 month CD – on file. Members by consensus agreed to leave monies as is at this time.

d.) Assigned Fund Balance – on file. Board Members requested to table this item until a later date (closer to the beginning of the next fiscal year)

Hufnagel moved to approve Treasurer's Report as given by Schultheiss, seconded by Ruestman, all in favor

#### Business

1. District Library Formation – on file

a.) Results of Meetings with St. Johns Public School Board - Hufnagel and Ruestman met initially with the School Superintendent regarding using the St. Johns School District boundaries for the formation of a District Library. Leslie Salemi, Library Committee Member and Director Morrison attended the SJPS Board Meeting and presented information and answered questions on this issue. Ballot language, boundaries and documentation were discussed by Board Members.

b.) Status of Fowler Public School Board & City of S. Johns – Initial contact has been made with the Fowler Public School Superintendent and the St. Johns City Commission. Follow up with both entities are needed.

c.) Legal Counsel – on file. Morrison and Bellgowan with the Boards approval from the November Board Meeting were to contact two Library Law Attorneys to assist with the District Library Formation. Morrison made contact with both and she and Bellgowan reviewed their information. They recommended that the Library contract with Mr. Richard W. Butler Jr. Board Members discussed their recommendation. Ruestman moved to approve signing the engagement letter and retain Mr. Butler as legal counsel to assist with the District Library Formation, seconded by Hufnagel, all in favor.

d.) District Library Formation Committee – Members discussed how the DLFC would be formed. Their goal would be to have city, township, and school representation. They hope to have diversity on the Committee and possibly pull Strategic Plan Committee Members as candidates. The number of people to be appointed on the committee was also discussed.

e.) Bingham Millage – Sackrider strongly recommended that library millage renewal not be proposed in August and again in November for a district library millage vote. The general feeling was that it would be unclear why Bingham Township residents were voting twice. Sackrider volunteered to contact the Bingham Township Board to explain the reasoning for asking to be put on the November ballot.

f.) Millage campaigns Workshop – Morrison offered the opportunity for Board Members to attend a Millage Campaigns Workshop. Mr. Richard Butler the attorney the Board is contracting with for DLFC will be speaking at this workshop. Bellgowan and Ruestman expressed interest in attending.

## 2. Strategic Plan Discussion –

a.) W.J. Schroer – on file. Board Members discussed the contract with Mr. Schroer. As of this date the contract is paid up to date. Denovich moved to terminate the relationship with Mr. Schroer as his services for a strategic plan were no longer needed, seconded by Ruestman, all in favor.

b.) General comments/recommendations/next steps – Sackrider and Schultheiss expressed appreciation on the work done by the various Strategic Plan Committees. Morrison stated that there was need to prioritize then finalize information from the Committee presentations. Board Members discussed the timing of finalizing the Strategic Plan. Morrison asked if Board Members had any items from the Strategic Plan that should be considered in the 2016-2017 Budget. Morrison noted that a top priority for safety would be to either apply an application of grit sealant to the library floor tiles or to purchase carpet runners appropriate to tile floors. There have been several complaints from patrons about slippery floors when they enter the facility. Thelen stated that she would make contact with R. Pope in regards to this issue. Schultheiss requested that a marketing person be hired on a contractual basis to help community awareness with the current status and proposed changes at the library. Board Members discussed the number of hours and the cost a marketing person would require. Schultheiss moved to proceed to seek out marketing service proposals and set up interviews, seconded by Ruestman, all in favor. Morrison, Ruestman and Schultheiss will conduct the interviews.

3. Goals for 2016-2017 budget – on file. Members reviewed various items that administration and staff have mentioned that were not included in the suggestions from the Strategic Plan Task Force Groups. Sackrider asked that the following items be considered: 1) an increase of \$1.00 over minimum wage for the 4 employees who make minimum wage 2) small cost of living adjustment for the other 6-7 employees 3) paint the front entry doors 4) purchase an institutional membership to Michigan Library Association. Thelen asked that the gutters be attended to for the prevention of ice dams. Morrison stated that she was already looking at a WIFI proposal that would increase the band speed of what the library operates with now.

4. Annual Review of By-Laws – on file. Hufnagel presented a revised version of the current Briggs Public Library By-Laws. Members discussed section #4 regarding removing a Board Trustee for missing meetings. Schultheiss moved to accept the revised Briggs Public Library By-Laws as presented, seconded by Thelen, all in favor.

5. Election of Officers – on file. Ruestman presented to Board Members at this time the Proposed Slate of Officers:

President: Jean Ruestman

Vice-President: Eric Hufnagel

Secretary: Veronica Thelen

Treasurer: Tomi Ann Schultheiss

Bellgowan stated that he would be willing to stay on as President until he finished his term. Denovich moved to approve the Proposed Slate of Officers as the Executive Committee, seconded by Schultheiss, all in favor.

## 6. Other

Limited public Comment: B. Jesse stated that he understood the Boards' decision not to invest in a 12 month CD.

Adjournment: Sackrider moved to adjourn the meeting at 8:20 pm, seconded by Denovich, all in favor.

Respectfully submitted by Marie Geller