

**Briggs Public Library  
108 E. Railroad Street  
St. Johns, MI 48879  
March 12, 2015**

Approved: \_\_\_\_\_ President R. Bellgowan: \_\_\_\_\_

Called to order: 6:00 p.m.

Board Present: B. Bellgowan, E. Hufnagel, J. Ruestman, T. Schultheiss, V. Thelen, J. Brewbaker, B. Delevan, M. Madden

Board Absent: C. Sackrider

Staff Present: S. Morrison, Carol Fedewa

Public Present: John Serrine Sandy Moore, William J. Schroer, Marianne Hartzell (via Skype)

Limited Public Comment:

The board met with and interviewed WJ Schroer and Hartzell-Mika Consulting, LLC for strategic planning consultation. Please see the attached Strategic Planning recap for further details.

Consent Agenda – on file. J. Ruestman entertained a motion to approve the consent agenda of the Approval of the Minutes: Regular Meeting of 1/8/15 and Special Meeting of 2/19/15, the Director's Report, the Report on Library Friends, and the Report of White Pine Library Cooperative as written. B. Delevan seconded, all in favor. E. Hufnagel entertained a motion to add a discussion of parking to the Agenda. Seconded by B. Delevan, all in favor.

Treasurer's Report – on-file.

Revenue/Expenditure Report – on-file. T. Schultheiss and S. Morrison explained the revenues in regards to the penal fines. It would be easier for us to be able to spend the money in the fiscal year we get it, but currently we back it up to the previous year. There are some line items that are up and some are down, but overall we may come up a little above. Motion to approve as stated: E. Hufnagel Seconded: B. Delevan. Motion carried.

Bills Paid in Jan and Feb and Budget Adjustments – on file. Sara explained budgetary adjustments to help pay for Chasco water heater fixes. B. Delevan moved to approve the budgetary adjustments as stated. Seconded by J. Brewbaker. Motion carried.

Library Foundation Update/Request – on file. J. Serrine is part of the Briggs Public Library Foundation. The Foundation has not filed the paperwork that classifies them as an organization that can accept tax exempt donations (501(c)3). The Foundation has an event planned for Tuesday, May 5 from 7:00-9:00 which usually yields a thousand dollars for the Foundation. The Foundation is asking that the Library take over the sponsorship of the event. They need to start sending out invitations and start promoting the event so a decision needs to be made quickly.

Additional discussion highlighted that we will need to make sure we have the correct liability, especially for the liquor and that we need to get the input of the city. Sara will talk with city staff.

B. Delevan moved to approve a motion to sponsor the event from Briggs Public Library subject to review by the city staff, seconded by J. Brewbaker, all in favor.

**Unfinished Business:**

- 1.) Donor Recognition/Gift Policy – on file. The subcommittee made a recommendation as written in the meeting materials. E. Hufnagel moved to approve recommendation as printed. Seconded by J. Ruestman. All in favor.

2.) Direction Update:

a. Survey results – on file. Discussed recommendations we could make based on the survey results, but without a huge cost. There were 6 suggestions on file. The first two suggestions were discussed as follows:

- 1.) New hours - Sara will add this item to the Briggs Public Library Board Policies and present it in April for approval at that point.
- 2.) Any changes to how money is allocated should be entertained in the budget discussion for the new fiscal year which starts on July 1.

Items 3 through 6 were not discussed.

b. Funding – There was general agreement that time is of the essence and that additional discussions must be had by the Direction Committee.

3.) Strategic Plan Proposals - The board each presented their opinions of the two candidates. The opinions were split so J. Ruestman moved to hire Schroer for strategic plan contract of \$6000 with more to be designated by the board, seconded by E. Hufnagel. Taken to a vote with 3 Yeses and 3 Nos. Motion Failed.

B. Delevan moved to hire Hartzell with contract to start at \$8500 not to exceed \$9700, seconded by V. Thelen. Taken to a vote with 3 Yeses and 3 Nos. Motion Failed.

After additional discussion about the pros and cons of each candidate, B. Delevan moved to hire WJSchroer for strategic plan contract for \$8000 with more to be designated by the board and with a committee of M. Madden, J. Ruestman and R. Bellgowan to meet with Mr. Schroer to negotiate a contract, seconded: J. Ruestman, all in favor.

### New Business

1.) 2015-2016 Budget Discussion:

- a. Personnel Committee Recommendations - on file. This information needs to be incorporated into 2015-2016 budget that is going to be brought to the board for approval in April.
- b. Facility Committee Recommendation – on file. Consider leasing instead of buying copier. Discussed carpet and upholstery cleaning. A firm in Lansing provided a quote that is substantially less expensive than the local company Library currently uses. City allows for local company to be 10% higher. Let city business know what our other prices are and give them the right of first refusal.
- c. Budgetary Recommendations Based on Survey Results - on file. Do not have time so we need to put back on the budget.

2.) Other

- a. Parking - E. Hufnagel reported that the City has had discussions about updating the parking lot across the alleyway and behind the library. S. Morrison suggested that we might want to discuss how our parking lot plays into this. E. Hufnagel pointed out that there has not been formal discussion from city officials to continue their parking restoration efforts into the Library back parking lot. However, if the city did continue those restoration efforts, budgeting for parking lot improvements may not need come out of the library budget. This may prohibit our sole use of the affected area. It was discussed that the city holds the title to the property and our facility, but there is no agreement on who's names stay on the title once the bonds are paid off or who maintains control of the building/property. In Oct. 2016 the bonds will be paid in full with library funds and we will need to open communication about who will be on the title or establish an agreement about who maintains and controls the facility/property.

Adjournment: J. Ruestman moved to adjourn the meeting at 8:15 pm seconded by J. Brewbaker, all in favor.