

**Briggs Public Library
108 E. Railroad Street
St. Johns, MI 48879
June 11, 2015**

Approved: _____

President R. Bellgowan: _____

Called to order: 7:01 p.m.

Board present: B. Bellgowan, J. Brewbaker, B. Delavan, E. Hufnagel, J. Ruestman, T. Schultheiss

Board absent: M. Madden, C. Sackrider, V. Thelen

Staff present: S. Morrison, M. Geller

Public present: none

Limited Public Comment:

Approval of Consent Agenda: Delavan moved to approve Consent Agenda as printed: (a.) Approval of Minutes- on file (b) Director's Report –on file, seconded by Brewbaker, all in favor.

Approval of Agenda: on file. Bellgowan requested that the Parking Lot Expansion be placed as an item of discussion under Other in New Business on the agenda. Delavan moved to approve amended agenda, seconded by Brewbaker, all in favor.

REPORTS OF OFFICERS:

Treasurer's Report – on file. Delavan moved to approve Treasurer's Report, seconded by Ruestman, all in favor.

- a.) Revenue/Expenditure Report – on file. Schultheiss reviewed Revenue & Expenditure Report.
- b.) Bills paid in April & May – on file.
- c.) Report of Revenue/Expenditure for Author Event – on file. At this time no bills have been paid by the Foundation. Morrison is tracking bills/monies received and will bring bills to the September Board Meeting. Morrison will also report time that she spent on the Author Event as requested by the Board.
- d.) Budget Adjustments – on file. Hufnagel moved to approve budget adjustments as follows:
Motion 1: Amend revenue line 271-790-699.019 Township Appropriation from \$50,000 to \$61,000. Motion 2: Amend expenditure line 271-790-880.004 Special Events from \$250 to \$2,568. Motion 3: Amend expenditure line 271-790-818.071 Janitorial Services from \$6,760 to \$8,155. Motion 4: Amend expenditure line 271-790-818.069 Contractors/Outside Services from \$1200 to \$8,587, seconded by Ruestman, all in favor.

Director's Report – on file.

Library Friends Group – Library Friends Group provided a Treasure's Report for Board review.

Unfinished Business

1. Strategic Plan-

- a.) June 12th Retreat – Notification of time, date and location along with the Strategic Plan Fact Book were mailed to people that will be attending the Retreat.
- b.) Task Force Groups - Setting & prioritizing objectives, and finding facilitators (5 for each groups' objectives) were discussed by the Board. It was agreed that this was a time sensitive item.

2. Update on status of Foundation - on file. Hufnagel reviewed information from attending a previous meeting with Foundation Members. Various options were discussed as well as revamping the current group. It was mentioned that the same core group of people attended the Author Event.

New Business

1. FOIA Policy - on file. Bellgowan suggested that this policy be posted on the Library's website. Schultheiss moved to approve the FOIA Policy as printed, seconded by Hufnagel, all in favor.

2. Assigned Fund Balance Policy – on file. The City Treasurers' recommendation from the city auditors proposed that this policy be considered by the Library Board. Members of the Board discussed the proposed policy. This was in part a consideration of the designation of monies received by the library from the A. Jumper Estate. Delavan recommended that the Assigned Fund Balance Policy be moved to the September Board Meeting, seconded by Ruestman, all in favor.

3. Copyright Policy – on file. Ruestman moved to approve the Copyright Policy as printed, seconded by Schultheiss, all in favor.

4. Other – Parking Lot/City – Board Members discussed the city's plan regarding the expansion of the city parking lot located to the south of the library facility. The title description and ownership of the library and the land it is on were also discussed. Hufnagel stated that he would like clarity on this issue. Morrison reported that the library can own property according to the PA164 Act of Michigan. At this time no legal document between the City and the Library for ownership after the bond payments are paid in full has been located. Hufnagel stated that there should be communication with the city officials to gather information on this complex issue.

Adjournment: Delavan moved to adjourn at 7:45 pm. seconded by Ruestman, all in favor.

Respectfully submitted,
M. Geller