

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
April 11, 2019 at 6:00pm

Call to Order

- Meeting called to order at 6:00pm
- Members present: Bob Jesse, Chair; Jason Denovich, Vice Chair; Jean Ruestman, Treasurer; Chris Zehr, Secretary; Rob Andretz, Trustee; Renae Larsen, Trustee
- Members absent: Leslie Salemi
- Staff present: Sara Morrison, Director; Brett Harger, Assistant Director

Approval of Agenda

- Denovich moved to approve as presented; supported by Andretz; motion carried

Approval of Minutes of March 14, 2019 Regular Meeting

- Denovich moved to approve as presented; supported by Larsen; motion carried

Limited Public Comment: Please limit your comments to three (3) minutes in duration.

- No public comments

Friends Group Report

- No report presented

Facility Committee Report:

- Jesse presented a proposal from Plum Line Landscape & Design to update landscaping
 - Andretz moved to accept the proposal; supported by Zehr; motion carried
- Jesse sent updated RFPs to 3 firms that submitted RFP and met with committee in 2018
 - Fourth sent to FTCH
 - Asked for returns by May 3

Executive Committee Report

- Committee's goal is to complete Morrison's evaluation by May meeting

Treasurer's Report

- Revenue/Expenditure report
 - Delinquent taxes should be distributed soon; bulk of revenue has been received; State Aid and penal fines remain
 - Denovich moved to accept report; supported by Zehr; motion carried
- Approve Bills Paid
 - Motion by Zehr, seconded by Andretz to approve bills written on checks 2186 through 2215, debits and direct deposits through April 12, 2019 inclusive, totaling \$38,014.54

Unfinished Business:

- Lighting Quotes
 - Proposals from JC Electric and LightsPlus were presented
 - Andretz moved to accept bid from LightsPlus; supported by Larsen; motion carried
- Other
 - No other unfinished business discussed

New Business:

- Audit Proposals
 - Ruestman moved to approve proposal submitted by Gabridge; supported by Andretz; motion carried
- 2019-2020 Budget draft
 - Morrison and Budget Committee presented budget to Board
 - Public Budget Hearing scheduled for Tuesday, May 7
- Policy Review & Revisions
 - FOIA Policy
 - Received updated policy from library's attorney to include changes in state law
 - Denovich moved to approve Resolution 2019-002: RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION; supported by Ruestman; Resolution carried via roll call as follows:
 - Ayes: Jesse; Andretz; Ruestman; Denovich; Larsen; Zehr
 - Nays: None
 - Absent: Salemi
 - Personnel Handbook: Sick Leave Benefits – Full Time
 - Updated to be in line with new Michigan's Paid Medical Leave Act
 - Ruestman moved to approve the amended section of the Handbook; supported by Denovich; motion carried
 - Patron Concern Policy and Patron Concern Form
 - Zehr moved to approve items as amended; supported by Denovich; motion carried
- Other
 - No other new business discussed

Discussion Items:

- Strategic Plan
 - Staff looking for names of community members to attend meetings in June
- Assistant Director Job Description
 - Ruestman moved to accept document as presented; supported by Denovich; motion carried
- Draft Board of Trustees Ethics Statement
 - Morrison presented Statement; Board will review for May meeting
- Other
 - No other discussion items presented

Director's Report & Annual Report

- Morrison has purchased additional hotspots for This 'n That Collection; new computers for staff and for public; and a self-checkout station

Trustee Comments:

Adjournment:

- Denovich moved to adjourn; supported by Ruestman
- Meeting adjourned at 7:04pm

Next Regular Meeting: Tuesday May 7, 2019 at 6:00pm in library Meeting Room

Respectfully submitted,



The Briggs District Library is barrier-free. This meeting is open to all members of the public under Michigan's Open Meetings Act. For further information, contact the Library at (989) 224-4702.