

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
April 14, 2022 at 6:00pm

- I. Call to Order
 - A. Meeting called to order at 6:00pm
 - B. Members present: Terrilynn Voisin, Chair; Jason Denovich, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Sharon Bassette, Trustee; Kim Skorna, Trustee; Eric Verlinde, Trustee
 - C. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Approval of Agenda
 - A. Denovich moved to approve as presented; supported by Larsen; motion carried
- III. Approval of Minutes of March 10, 2022 Regular Meeting
 - A. Denovich moved to approve as presented; supported by Verlinde; motion carried with an abstention by Bassette
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. Troy Hicks introduced himself to the Board and offered program ideas, and possible collaboration with Sarah Hicks of Fab Five Design.
- V. Reports
 - A. Treasurer's Report
 1. Revenue/Expenditure report
 - a. Ruestman reported that the bulk of the revenue is in
 - b. Morrison noted the library has received its first state aid check, and that delinquent taxes will soon be deposited
 - c. Denovich moved to accept the report; supported by Verlinde; motion carried
 2. Approve Bills Paid
 - a. Motion by Ruestman, seconded by Skorna, to approve bills written on checks 3346 through 3378, debits, and direct deposits through April 14, 2022 inclusive, totaling \$48,064.61; motion carried
 - B. Facility Committee Report
 1. No report presented
 - C. Executive Committee Report
 1. The Committee met and completed Morrison's evaluation
 - D. Fundraising Committee Report
 1. There will be a joint fundraiser with the Mint Festival Pageant on May 7

- a. 2:00-4:00pm
 - b. Stories, crafts, snack, and royalty “lessons” from the Mint Court
 - c. Suggested donation
2. Alexa Ruestman is working on a brochure that should be available next week

VI. Unfinished Business

A. Renovation Project

1. Budget Update
 - a. Morrison presented the updated preliminary budget from Shaw Construction
2. Grants
 - a. Impact Grant deadline is Monday
 - i. Still waiting on a few letters of support
 - b. RAP Grant is due in June
 - i. Morrison asked the Board’s help in securing the 10 letters of support needed
3. Fundraising
 - a. Bruce from Michigan Graphics & Signs working on fundraising “thermometer”

B. Preliminary 2022-2023 budget

1. Fine recommendation
 - a. Budget Committee met to go over budget
 - b. Morrison presented possible changes to which items will accrue late fines
 - i. Skorna moved to approve the changes; supported by Verlinde; motion carried

C. Other

1. No other Unfinished Business presented

VII. New Business

A. 401 Money Purchase Plan Document Restatement

1. Document must be re-adopted every 6 years
2. Ruestman moved to adopt the document; supported by Bassette; motion carried
3. Bassette moved to approve Resolution 2022-001: Resolution to Establish a Money Purchase Retirement Plan; supported by Larsen; motion carried by roll call as follows:
 - a. AYES: Voisin, Larsen, Bassette, Verlinde, Skorna, Denovich, Ruestman
 - b. NAYS: None

B. Janitorial Services

1. Morrison reported that Thomas Janitorial is no longer providing services, and that staff is looking into alternative solutions
 - a. Verlinde suggested a company to contact

C. Director Evaluation

1. Larsen moved to accept the evaluation; supported by Ruestman; motion carried
- D. Other
 1. No other New Business presented

VIII. Director's Report

- A. Morrison has contacted local townships about possible visits
- B. Morrison noted upcoming changes to OverDrive/Libby

IX. Trustee Comments

- A. No Trustee comments

X. Adjournment

- A. Ruestman moved to adjourn
 1. Meeting adjourned at 7:05pm

Next Regular Meeting: May 12, 2022, will include 2022-2023 Budget Hearing

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.