



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
April 13, 2023 at 6:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 6:00pm
 - B. Members present: Kimberly Skorna, Chair; Rebecca Daman, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Kendel Darragh, Trustee; Kimberly Keys-Kellogg, Trustee
 - C. Members absent: Brad Jorae
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director; Kate Van Auken, Director White Pine Library Cooperative

- II. Oath of Office
 - A. Harger administered the Oath of Office to Darragh and Keys-Kellogg

- III. Welcome New Board Members
 - A. Board Members welcomed and introduced themselves to new Trustees

- IV. Consent Agenda
 - A. Approval of Minutes of the March 9, 2023 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$51,929.95
 - D. Daman moved to approve the Consent Agenda; supported by Ruestman; motion carried unanimously

- V. Approval of Agenda
 - A. Daman requested National Library Week/library staff appreciation be added to the agenda under Unfinished Business
 - B. Ruestman moved to approve the agenda as amended; supported by Keys-Kellogg; motion carried unanimously

- VI. Library Board Training: Kate Van Auken, Director White Pine Library Cooperative
 - A. Van Auken presented training materials on the role and authority of the Library Board, the roles of the Library Director and staff, and the Open Meetings Act

- VII. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment

- VIII. Reports
 - A. Facility Committee
 1. Larsen reported the gutters are scheduled to be cleaned on Sunday
 2. Williams Asphalt has been contacted and will seal the staff parking lot
 3. Larsen will contact Michigan Graphics and Signs regarding the sign on the front of the building

B. Executive Committee

1. Members met with Morrison for her evaluation
2. Committee is coming up with procedures and a consistent evaluation form for Board approval

C. Fundraising Committee

1. Daman has been in contact with OneCause regarding their online auction software
 - a. Software comes with 1 year subscription that allows multiple events
 - i. Daman will reconnect with OneCause in May to determine the best time to start the subscription

IX. Unfinished Business

A. ~~Other~~ National Library Week/Staff Appreciation

1. Members discussed bringing snacks, cards, and other items to show their appreciation to library staff during National Library Week (April 24-28)

X. New Business

A. Draft of 2023-2024 Budget

1. Morrison included wage increase for part-time staff
 - a. Increase will keep wages in line with other local businesses
2. Ruestman presented 2 options for wage increases for full-time staff to Board
 - a. Daman moved to select the option that includes a 5% increase for full-time staff; supported by Darragh; motion carried unanimously

B. Facility Improvement Quote

1. Morrison presented quotes for pouring a concrete slab under the dumpster with and without rebuilding the curb, burying a downspout in front of the library, removing carpet and resurfacing the front porch
 - a. Members decided rebuilding the curb is unnecessary since there is not one presently
 - b. Larsen will get another quote for burying the downspout
 - c. Ruestman moved to approve the quotes for removing the carpet and resurfacing the front porch and pouring a concrete slab under the dumpster without rebuilding the curb; supported by Darragh; motion carried unanimously

C. Director's Evaluation

1. Executive Committee presented Morrison's evaluation
2. Ruestman moved to accept and approve the evaluation; supported by Larsen

D. Other

1. No other new business discussed

XI. Director's Report

XII. Trustee Comments

- A. Darragh recommended reading the two articles about book challenges Morrison included in her Director's Report

XIII. Adjournment

- A. Ruestman moved to adjourn; supported by Daman

1. Meeting adjourned at 8:27pm

Next Regular Meeting: Thursday, May 11, 2023 – will include 2023-2024 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.