



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
April 11, 2024 at 6:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 6:01pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae, Trustee; Kim Kellogg, Trustee; Shannon Silvernail, Trustee
 - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Consent Agenda
 - A. Approval of Minutes of the March 14, 2024 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$65, 109.39
 - D. Budget Adjustments
 - E. Darragh moved to approve the Consent Agenda; supported by Kellogg; motion carried unanimously
- III. Approval of Agenda
 - A. Larsen moved to approve the agenda as presented; supported by Kellogg; motion carried unanimously
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- V. Reports
 - A. Friends of Briggs District Library
 - 1. The group's logo contest is underway
 - 2. Next meeting is Thursday, April 25 at 7:00pm, at the library
 - B. Facility Committee
 - 1. None
 - C. Executive Committee
 - 1. Will be meeting to finalize the director's evaluation for the May meeting
 - D. Fundraising Committee
 - 1. Committee will not be going forward with the planned fundraiser at this time
- VI. Unfinished Business
 - A. Renovation Project
 - 1. Wieland Contract

- a. Morrison presented the comments from the library's attorney and Wieland's responses
 - b. Jorae moved to approve the contract and appoint Morrison and Harger as authorized signers; supported by Larsen; motion carried unanimously
- 2. Updated Timeline and Finances
 - a. Special Board Meeting the Week of May 20
 - 1) Morrison and Harger met with Wieland and Sue Kadlek from the IQhub to talk about the appropriation process
 - 2) The library has not heard definitively when appropriation funds will be available
 - 3) Members discussed and are uncomfortable moving forward until all funds are available
 - 4) No action taken
- 3. Rental Location Contract
 - a. Hours in Alternate Location
 - 1) Will discuss the lease when more is known about appropriation funding
 - 2) No action taken
- 4. Moving Quotes
 - a. Help Moving
 - b. Members discussed quotes, with a recommendation from staff to approve the quote from Library Design Associates
 - 1) Kellogg moved to approve the quote from LDA to pack and move the books and shelving for \$136,705; supported by Darragh; motion carried unanimously
- 5. Authorization to Close Facility
 - a. No action taken
- 6. Furnishings/Shelving Quote
 - a. Morrison presented the estimated costs from LDA
 - 1) Noted the estimate does not include staff office furniture, and no specific items have been quoted; LDA will choose items to fit within the library's budget
 - b. Jorae moved to set a Do Not Exceed amount of \$330,000 for furnishing and shelving from LDA; supported by Kellogg; motion carried unanimously
- B. Friends Group Agreement
 - 1. Agreement has been approved and signed by the Friends Group
 - 2. Daman moved to approve the agreement and for the Chair and Secretary to sign on the Board's behalf; supported by Silvernail; motion carried unanimously
- C. Other
 - 1. Darragh asked whether Board emails should be listed on the library's website
 - 2. Members discussed different options
 - a. No action taken

VII. New Business

- A. Draft 2024-2025 Budget
 - 1. Morrison met with the Finance Committee
 - a. There is a 5% increase in property values across the District
 - b. Committee recommends a 4% COLA for staff
 - c. Committee recommends the library continues to fully cover health benefits for full-time staff, if rise in costs is below 15%
 - 2. Budget Hearing will be held at May meeting
- B. Other
 - 1. No other new business discussed

VIII. Director's Report

- A. Report presented

IX. Trustee Comments

- A. Kellogg presented Morrison with cards and gift cards for staff from the Board in honor of National Library Week

X. Adjournment

- A. Kellogg moved to adjourn; supported by Darragh
 - 1. Meeting adjourned at 7:57pm

Next Regular Meeting: Thursday, May 9, 2024

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.