



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
April 10, 2025 at 6:00pm

- I. Call to Order
  - A. Daman called the meeting to order at 6:07pm
  - B. Members present: Rebecca Daman, Chair; Kim Skorna, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae; Kim Kellogg; Shannon Silvernail
  - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Consent Agenda
  - A. Approval of Minutes of March 13, 2025 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$65,030.70
  - D. Jorae moved to approve the Consent Agenda; supported by Larsen; motion carried unanimously
- III. Approval of Agenda
  - A. Jorae 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. Group has been receiving regular book and monetary donations in the Book Sale Room
    - 2. Discussed various fundraising activities at their last meeting
    - 3. Approved Mission Statement
    - 4. Meetings will be the 4<sup>th</sup> Wednesday of the month
  - B. Facility Committee
    - 1. Walked through the building with Morrison last month
      - a. Will start meeting quarterly
        - 1) Next is June 16
    - 2. Suggested making a "Who to Call" list so library staff know which companies the library is working with
  - C. Finance Committee
    - 1. Met with Morrison to discuss budget
  - D. Executive Committee

1. Looking at evaluation tool and process

## VI. Unfinished Business

### A. 2025-2026 Budget Draft

1. Morrison presented budget
  - a. \$31,000 deficit
    - 1) \$19,000 if staff pays 20% of medical costs
  - b. Board discussed other options presented by Finance Committee
    - 1) Suggested keeping COLA for all staff; full-time staff pay 5% of medical costs; Morrison will talk with janitorial company about possibly reducing costs; Board will cover remaining deficit from Reserves

### B. Policy Review/Updates

1. Maker Space Policy: 1<sup>st</sup> draft
  - a. No action taken
2. Job Descriptions
  - a. Outreach Librarian
    - 1) Suggestions made about changing language
      - (a) Specify “townships” when community is mentioned
    - 2) Make description more specific
  - b. Other full-time positions will be discussed

### C. Review Strategic Plan

1. Goals for 2025-2026 based on budget
  - a. No action taken

### D. Other

1. No other old business discussed

## VII. New Business

### A. Marketing

1. Pottersville can host website if changes are made
2. Morrison received quote for website work and other marketing services from Ethan Painter at Sleekfire Media
  - a. She will look for additional quotes

### B. Other

1. No other new business

## VIII. Director's Report

- ### A. Morrison shared documents on millage campaigns

## IX. Trustee Comments

- ### A. No additional comments

## X. Adjournment

- ### A. Kellogg moved to adjourn; supported by Skorna
1. Meeting adjourned at 9:48pm

Next Regular Meeting: Thursday, May 8, 2025

*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.*