



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
August 11, 2022 at 6:00pm

- I. Call to Order
 - A. Members present: Kimberly Skorna, Chair; Sharon Bassette, Vice Chair; Renae Larsen, Secretary; Brad Jorae, Trustee; Eric Verlinde, Trustee
 - B. Members absent: Jean Ruestman
 - C. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
 - D. Skorna called the Meeting to order at 6:00pm

- II. Approval of Agenda
 - A. Verlinde moved to approve the agenda as presented; supported by Larsen; motion carried unanimously

- III. Approval of Minutes
 - A. Verlinde moved to approve as presented the Minutes of the June 9, 2022 Regular Meeting; supported by Larsen; motion carried unanimously
 - B. Verlinde moved to approve as presented the Minutes of the June 23, 2023 Special Meeting; supported by Larsen; motion carried unanimously

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

[Jorae arrived at 6:05pm]

- V. Oath of Office
 - A. Harger administered the Oath of Office to Jorae

- VI. Reports
 - A. Facility Committee
 1. Work on the staff parking lot is scheduled to take place in September
 - B. Executive Committee
 1. No report presented
 - C. Fundraising Committee
 1. No report presented
 - D. Treasurer's Report
 1. Morrison notified the Board that State Aid and penal fines have been disbursed
 2. Morrison's rough estimate shows the greater revenue than expenditures for the fiscal year ending in June 2022
 3. Bassette moved to accept the Treasurer's Report as presented; supported by Jorae; motion carried unanimously
 4. Motion by Verlinde, seconded by Larsen, to approve bills written on checks 3433 through 3503, debits, and direct deposits, through August 10, 2022 inclusive, totaling \$92,223.45;

motion carried unanimously

VII. Unfinished Business

A. Board Candidates

1. Rebecca Daman discussed her reasons for wanting to join the Board
2. Board Members discussed two applications submitted for the vacant seat
3. Jorae moved to recommend Rebecca Daman to the St. Johns Public Schools Board for appointment to the Briggs District Library Board to fulfill the remainder of the vacated term expiring December 31, 2024; supported by Larsen; motion carried unanimously

B. Building Renovation

1. Morrison continues to work on grant applications
 - a. A decision on the RAP grant has been pushed back to September
 - i. Over 180 requests totaling more than \$500 million were received
2. The library has approximately \$413,000 from savings, donations, and grants to go toward the project

C. Additional Donation to Archives

1. Morrison requested to donate photos currently stored in the warehouse to the Clinton County Archives, noting the library cannot properly store photos and does not have the ability to digitize them
2. Bassette moved to donate the photographs currently stored in the warehouse to the county archives; supported by Verlinde; motion carried unanimously

D. Other

1. No other unfinished business discussed

VIII. New Business

A. L-4029 Form Approval

1. Bassette moved to approve the L-4029, authorizing the millage tax rate to be levied in December 2022; supported by Verlinde; motion carried unanimously

B. Policy Review/Updates

1. Morrison presented several policies to the Board for their review
 - a. Verlinde moved to approve the COVID Policy as amended; supported by Larsen; motion carried unanimously
 - b. Board will review the remainder of the policies for discussion in September

C. Strategic Plan

1. Morrison presented the current strategic plan for the Board's review
 - a. Board will discuss and consider updates to the plan over the coming months

D. Township Visits

1. Morrison asked about the purpose and the Board's intentions of her proposed visits
 - a. Members suggested Morrison visit each township once per year to discuss updates at the library, and the possibility of the library hosting programs at the various township halls
 - i. Several Board members offered to accompany Morrison on these visits

E. Marketing

1. Morrison asked for suggestions of positive marketing opportunities to reach beyond current library users and those who follow the library's social media accounts
 - a. Board members had suggestions that Morrison will investigate further

F. Other

1. No other new business discussed

IX. Director's Report

- A. The library was reimbursed the cost of staff MLA memberships by the White Pine Library Cooperative
- B. Morrison distributed a Robert's Rules of Order cheat sheet

X. Trustee Comments

- A. Skorna and Bassette thanked the library on behalf of local 4H clubs for the use of the library's lawn games during the recent 4H Fair

XI. Adjournment

- A. Verlinde moved to adjourn
 1. Meeting adjourned at 7:18pm

Next Regular Meeting: Thursday September 8, 2022

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.