



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
August 10, 2023 at 6:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 6:03pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Renae Larsen, Secretary; Kendel Darragh, Trustee; Brad Jorae, Trustee
 - C. Members absent: Kellogg; Ruestman
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

- II. Consent Agenda
 - A. Approval of Minutes of the June 8, 2023 Regular Meeting
 - B. Approval of Minutes of the June 21, 2023 Special Meeting
 - C. Approval of Revenue/Expenditure Report
 - D. Approval of Bills Paid in the Amount of \$127,000.56
 - E. Daman moved to approve the Consent Agenda as presented; supported by Jorae; motion carried unanimously

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

- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. Skorna spoke as a representative of the 4H Fair, and mentioned the many compliments received about the lawn games supplied by the library, and how much the Fair appreciates the use of the library's hotspots to conduct business during the week.

- V. Reports
 - A. Facility Committee
 1. Larsen complemented work done by Mint City Handyman on the front sign
 2. An AC and furnace were replaced by Williams Heating & Cooling at the end of June
 3. Morrison has started discussions about installing security cameras around the library, and will have a follow-up meeting in September
 - B. Executive Committee
 1. No report presented
 - C. Fundraising Committee
 1. Silent Auction
 - a. Staff and a volunteer have agreed to help the Board solicit donations
 - b. The Committee will set their next meeting date
 - c. Marie Geller has offered to help stage displays and/or photos for the auction

- VI. Unfinished Business
 - A. Strategic Plan

1. Morrison presented the Board with their updated goals
 - a. Staff will begin creating action items to accomplish the goals
 - b. Board will create action items for Board-specific goals
- B. Policy
 1. Personnel Manual
 - a. Progressive Discipline/Grievance
 - 1) Members suggested moving several offenses from Level II to Level III
 - (a) Jorae moved to approve the section as amended; supported by Darragh; motion carried unanimously
 - b. Review Employment Guidelines
 - 1) Jorae suggested an employee acknowledgement that they have received and understand library policies
 - 2) Members suggested clarifying language on passages
 - 3) Members authorized Morrison to send the section on sexual harassment to the library attorney for updated language
 2. By-Laws: Articles III & IV
 - a. Members took no action

VII. New Business

- A. Janitorial Service
 1. Morrison presented quotes submitted for 2-day per week cleaning of the library
 - a. Jorae moved to accept the bid from Done Deal, with a start date of September 1; supported by Daman; motion carried unanimously
- B. MERS Actuarial Valuation
 1. Morrison presented the document showing the library's pension liability is 84% funded
 2. The library has a general account and a surplus account
 - a. Morrison has asked MERS rep about the benefits of keeping the accounts separate vs merging them, and will report to the Board when she has more info

VIII. Director's Report

- A. Eunice Link was recently hired as a part-time library clerk
- B. Morrison has begun gathering documentation for the library's annual audit
- C. Morrison and staff are working on the next library newsletter

IX. Trustee Comments

- A. Darragh commented on the library's enviable stats, and highlighted two graphic novels located in the library's Middle Ground collection she found to be entertaining and impactful

X. Adjournment

- A. Larsen moved to adjourn; supported by Darragh
 1. Meeting adjourned at 8:05pm

Next Regular Meeting: Thursday, September 14, 2023