



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
August 8, 2024 at 6:00pm

- I. Call to Order
  - A. Skorna called the meeting to order at 6:00pm
  - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae; Shannon Silvernail
  - C. Members absent: Kim Kellogg
  - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director; Anthony Joseph, Wieland; Jerry Risch, Wieland
  
- II. Consent Agenda
  - A. Approval of Minutes of the June 13, 2024 Regular Meeting
  - B. Approval of Minutes of the July 2, 2024 Special Meeting
  - C. Approval of Minutes of the July 29, 2024 Special Meeting
  - D. Approval of Revenue/Expenditure Report
  - E. Approval of Bills Paid in the Amount of \$193, 192.05
  - F. Approval of 2024 L-4029 Form & Authorization for Chair & Secretary to Sign
  - G. Daman moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously
  
- III. Approval of Agenda
  - A. Daman 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. No public comment
  
- V. Reports
  - A. Friends of Briggs District Library
    1. No report
  - B. Facility Committee
    - a. No report
  - C. Executive Committee
    1. No report
  - D. Fundraising Committee
    1. No report
  
- VI. Unfinished Business

## A. Renovation Project

1. Cabinetry & Counter Contractor
  - a. Joseph and Risch informed the Board the approved cabinetry subcontractor cannot meet the construction schedule
  - b. Joseph and Risch presented to the Board recommendations for three subcontractors to complete the cabinetry and counter work
  - c. Jorae moved to approve Rajala & Sons; supported by Daman; motion carried unanimously
  - d. Jorae moved to approve Michigan Woodwork; supported by Daman; motion carried unanimously
  - e. Jorae moved to approve Modern Building Supply; supported by Daman; motion carried unanimously
2. Status Update
  - a. Permits
    - 1) Library does not meet the City of St Johns landscaping zoning requirements. The City of St. Johns and the zoning company they contract with recommend requesting a variance. The matter will go before the City Commission on August 26<sup>th</sup>.
    - 2) The library received a conditional letter of approval for zoning while waiting for the variance request to be considered. This letter allowed Wieland to apply for the building permit with Clinton County. This process will take two to three weeks.
3. Lights
  - a. Joseph and Risch presented alternates that had come from discussions with library staff
    - 1) Adding light switches to the main floor of the library
      - (a) Lights are currently controlled by breaker
      - (b) Cost of \$5,772
      - (c) Jorae moved to approve the alternate using contingency funds if available and library funds if necessary
    - 2) Replacement of existing light fixtures
      - (a) Members discussed
      - (b) No action taken

## VII. New Business

- A. MERS Actuarial Valuation
  1. Morrison reported the library's pension liabilities are 91% funded.
  2. No action taken
- B. Time & Location of Board Meetings
  1. There is no meeting space at the temporary location, so Board meetings will have to be on the main floor or change date and/or time or find an alternate location to meet. The Board directed staff to look for an alternate location to meet.
- C. Changes to Sick Leave & Minimum Wage

1. Morrison reported a recent Michigan Supreme Court decision that will change the state minimum wage and sick leave for part-time employees
  2. Morrison requested to send the library's current policies to the library attorney to determine if they meet the new requirements
    - a. Board agreed
- D. Employee Compensation During Renovation Closures
1. Morrison and Harger discussed issues with time off/vacations during the closure
    - a. Board will revisit before the end-of-construction closure
    - b. No action taken

VIII. Director's Report

- A. Morrison will compile end-of-year statistics report

IX. Trustee Comments

- A. No additional comments

X. Adjournment

- A. Larsen moved to adjourn; supported by Silvernail
  1. Meeting adjourned at 7:15pm

Next Regular Meeting: Thursday, September 12, 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.*