



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
August 14, 2025 at 6:00pm

- I. Call to Order
 - A. Daman called the meeting to order at 6:00pm
 - 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 June 12, 2025 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$158,518.52
 - D. Budget Adjustments
 - E. Kellogg moved to approve the Consent Agenda as presented; supported by Larsen; motion carried unanimously
- III. Approval of Agenda
 - A. Skorna moved to approve the agenda as amended; supported by Daragh; motion carried unanimously
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- V. Unfinished Business
 - A. Other
 - 1. No other unfinished business discussed
- VI. New Business
 - A. 2026 Election
 - 1. Morrison shared the ballot language from 2016
 - a. Library attorney will draft language for 2026
 - 2. Board will have to decide length of term of the millage, the millage amount, whether to rollback Headley, etc.
 - a. Jorae moved the Board to request the library attorney to draft ballot language that includes an override of the Headley Amendment and a millage of .75 mils for a term of 10 years; supported by Silvernail; motion carried unanimously

- b. Darragh moved that the Briggs Library will no longer capture taxes for the LDFA with the renewal of the millage; supported by Jorae; motion carried unanimously
- B. MERS Actuarial
 - 1. Morrison presented updated documents from MERS
 - a. Two employees remain on the library's pension plan
 - b. Plan is 102% funded between regular and surplus accounts
 - 1) Surplus account can be used if library has trouble making regular payments
 - 2) Any money remaining in the surplus account is returned to the library when all employees are off the plan
- C. Changes to Banking
 - 1. Library was being charged a \$15 monthly fee on its checking account
 - 2. Morrison spoke to Huntington about ACH payments and/or paying more invoices with the library credit card
 - a. Checking account was changed to one that accrues interest to offset the \$15 fee
 - b. Members encouraged Morrison to contact Huntington and begin process of raising credit card limit for next meeting
- D. Expiring Board Terms
 - 1. Terms of Darragh and Skorna expire in December
 - a. Both expressed interest in continuing to serve on the Board
 - 2. Darragh moved to recommend to the St. Johns City Commission that they reappoint Kim Skorna of St Johns to a four-year term expiring on December 31, 2029; supported by Jorae; motion carried unanimously
 - 3. Skorna moved to recommend to the St. Johns Public School Board of Education that they reappoint Kendel Darragh of Victor Township to a four-year term expiring December 31, 2029; supported by Silvernail; motion carried unanimously
- E. Hiring an Additional PT Employee
 - 1. From staff evaluations, program staff feels spread thin
 - 2. Morrison is looking to create a program assistant position with a focus on the new maker space
 - a. \$11,000 came available when a family member came off the library's health insurance plan
 - 3. Will have a job description for September
- F. Director Evaluation
 - 1. Kellogg moved to go to closed session to discuss Morrison's evaluation; supported by Skorna; motion carried unanimously
 - a. Entered closed session at 7:29pm
 - b. Returned from closed session at 7:36pm
- G. Other
 - 1. No other new business

VII. Reports

- A. Friends of Briggs District Library
 - 1. Kellogg reported new members attended the July meeting
 - 2. Group is looking into fundraising programs
 - 3. Members participated in the Mint Festival parade with library staff
- B. Facility Committee
 - 1. Committee met with Morrison in June to walk through the building
 - 2. Ben Bradley was hired as library custodian
- C. Finance Committee
 - 1. No report given
- D. Executive Committee
 - 1. Met with Morrison to discuss evaluation
 - 2. Will develop evaluation form for next year soon

VIII. Director's Report

- A. Library staff will report to the Board about adult programming, marketing, outreach activities, and youth programming
- B. Social Media Plan
 - 1. Presented plan and discussed new website
- C. MCLS Staff Workshops
 - 1. Presented topics for input on staff training
- D. MLA Survey Results
 - 1. MLA surveyed Michigan residents to gather feelings about book challenges and censorship

IX. Trustee Comments

- A. No additional comments

X. Adjournment

- A. Kellogg moved to adjourn; supported by Darragh
 - 1. Meeting adjourned at 7:38pm

Next Regular Meeting: Thursday, September 11, 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.