



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
December 12, 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; Brad Jorae; Kim Kellogg; Shannon Silvernail
  - C. Members absent: Renae Larsen
  - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director; Darice Duckworth, Friends of Briggs District Library
  
- II. Consent Agenda
  - A. Approval of Minutes of the November 13, 2024 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$47,493.27
  - D. Approval of Renovation Bills Paid in the Amount of \$282,860.17
    1. Wieland (Construction Management)
  - E. Approval of Renovation Bills Paid in the Amount of \$50,999.30
    1. MCD (Architect) & LDA (Collection/Shelving Management)
  - F. Kellogg moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously
  
- III. Approval of Agenda
  - A. Darragh moved to approve the agenda as presented; supported by Daman; motion carried unanimously
  
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
  - A. No public comment
  
- V. Reports
  - A. Facility Committee
    1. No report
  - B. Executive Committee
    1. No report
  - C. Friends of Briggs District Library
    1. Duckworth has completed the 501(c)(3) paperwork
    2. Duckworth received input as to what the Friends could support through fundraising activities

## VI. Unfinished Business

### A. Personnel Manual Changes

1. Morrison presented the draft copy of the policy returned from the library attorney
  - a. Darragh noted inconsistent language
    - 1) Benefit named both sick leave and medical leave
      - (a) Suggested changing all references to sick leave
  - b. Kellogg moved to approve the updated policy as amended; supported by Darragh; motion carried unanimously

Jorae arrived at 6:13

### B. Renovation Project

1. Progress Update
  - a. Morrison noted three projects that will use contingency funds
  - b. All flooring and exterior door should be installed by the end of next week
  - c. Site Supervisor believes that most of the work can be done by Christmas
  - d. Library admin, architect, and construction management team will tour building on January 7 and create Punch List
2. Review of Expenditures to Date
  - a. Project is now being paid with federal funds
  - b. Grant reimbursement paperwork has been filed
3. Items Needing Board Authorization
  - a. None
4. Open House
  - a. Tentatively scheduled for Tuesday, March 4
    - 1) Library will hold a "soft open" the week before
    - 2) Date and time will be solidified at January meeting
  - b. Morrison will create list of invitees

## VII. New Business

### A. Setting Closure and Re-Opening Dates for Move Back to Library

1. Daman moved to close at the South Point Mall at 3:00pm Saturday, January 18, and re-open Monday, February 24 at 10:00am; supported by Darragh; motion carried unanimously

## VIII. Director's Report

### A. Morrison has received the draft audit

1. Will be presented at the January meeting

### B. Morrison has filed the State Report

## IX. Trustee Comments

- A. Darragh presented a list of trustee training videos from the Library of Michigan website, noting a series on library millages

1. Kellogg suggested meeting as a group to watch the videos
  - a. Darragh will create a list of possible dates for trainings

X. Adjournment

- A. Daman moved to adjourn; supported by Darragh
  1. Meeting adjourned at 7:16pm

Next Regular Meeting: Thursday, January 9, 2025, at the library, 108 E Railroad Street, St. Johns

*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.*