



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.