

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
February 13, 2020 at 6:00pm

Call to Order

- Meeting called to order at 6:01pm
- Members present: Jason Denovich, Chair; Robert Andretz, Vice Chair; Chris Zehr, Secretary; Sharon Bassette, Trustee; Renae Larsen, Trustee; Leslie Salemi, Trustee
- Members absent: Jean Ruestman
- Staff present: Sara Morrison, Director; Brett Harger, Assistant Director

Approval of Agenda

- Salemi suggested moving Friends Group discussion from New Business to Facility Committee Report
- Andretz moved to approve as amended; supported by Zehr; motion carried

Approval of Minutes of January 9, 2020 Regular Meeting

- Salemi moved to approve as presented; supported by Bassette; motion carried

Limited Public Comment: Please limit your comments to three (3) minutes in duration

- No public remarks

Friends Group Report

- No report presented

Facility Committee Report

- Committee met February 3 to discuss current renovation plan
- Committee recommends approving current plan and forming committee to investigate funding options
- Salemi had suggestions for possible future work with Friends group
- Salemi moved to approve renovation plan and form committee; supported by Andretz; motion carried
- Salemi volunteered to head new committee

Executive Committee Report

- No report presented

Treasurer's Report

- Revenue/Expenditure report

- Morrison noted two discrepancies and will follow up with St. Johns Business & Tax Services
- Salemi moved to accept report; supported by Bassette; motion carried
- Approve Bills Paid
 - Motion by Larsen, seconded by Zehr to approve bills written on checks 2541 through 2579, debits and direct deposits through February 14, 2020 inclusive, totaling \$78,067.58

Unfinished Business

- Policy Review
 - Personnel Manual Break Policy
 - Board asked for clarification re: breaks for full-time employees
 - Medical Leave
 - Board recommended Morrison seek legal advice before proceeding with changes
 - Cell Phone Policy
 - Andretz moved to rescind policy; supported by Salemi; motion carried
- Other
 - No other unfinished business discussed

New Business

- 2020-2021 Budget
 - Fee & Fine Policy
 - Morrison presented suggested changes to fees for flash drives, test proctoring, OCLC requests, and Processing Fee for lost or damaged items
 - Morrison presented for discussion news item re: fine free libraries
 - Notary Services
 - Morrison sought Board input on parameters and fees for new service
 - Unique Management
 - Morrison questioned cost and effectiveness of service
 - Board agreed to discontinue contract with service
- Friends Group
 - Topic discussed during Facility Committee Report
- Other
 - No other new business discussed

Discussion Items

- No discussion items presented

Director's Report

- Morrison presented draft of annual report and provided update on expansion of RBDigital services

Trustee Comment

- No Trustee comments

Adjournment

- Salemi moved to adjourn
- Meeting adjourned at 7:25pm

Next Regular Meeting: Thursday, March 12 in the library staff area

A handwritten signature in blue ink that reads "Chris Zehn". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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.