



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
February 9, 2023 at 6:00pm

- I. Call to Order
  - A. Skorna called the meeting to order at 6:01pm
  - B. Members present: Kimberly Skorna, Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Rebecca Daman, Trustee
  - C. Members absent: Brad Jorae
  - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
  
- II. Consent Agenda
  - A. Approval of Minutes of the January 12, 2023 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$30,725.03
  - D. Ruestman moved to approve the Consent Agenda; supported by Larsen; motion carried unanimously
  
- III. Approval of Agenda
  - A. Ruestman moved to approve the agenda as written; 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. Larsen is working on creating facility management checklist
    2. Committee will meet this month in preparation of upcoming budget discussions
  - B. Executive Committee
    1. Members discussed creating/updating an evaluation form for the Director's evaluation
    2. Committee will meet in February
  - C. Fundraising Committee
    1. Committee met this week to discuss upcoming silent auction fundraiser
      - a. Daman is scheduling a consultation with a company that offers an online option with an app and website
      - b. Created a list of possible donors
        - i. Committee is looking for help soliciting donations
    2. Next meeting Thursday, March 2, 5:00pm at the library
  
- VI. Unfinished Business
  - A. Open Board Seats
    1. Members discussed the several applications on hand and importance of maintaining geographic balance of Board

2. Ruestman moved to recommend Kimberly Keys-Kellogg of Greenbush Township to the St. Johns Public Schools Board for approval to fill the vacated term expiring December 31, 2023; supported by Larsen; motion approved unanimously
  3. Ruestman moved to recommend Kendel Darragh of Victor Township to the St. Johns Public Schools Board for approval to fill the vacated term expiring December 31, 2025; supported by Larsen; motion carried unanimously
- B. Building Renovation: Update on Costs
1. Morrison spoke with the contractor who provided the initial cost estimate, and was told to expect an increase of 7.5%
  2. Members discussed the need to solicit donations
  3. Board will wait to see the results of the silence auction before deciding to consider a taking a loan or updating project plans
- C. Strategic Plan
1. Morrison presented library newsletter and patron survey for Board review
    - a. Both will be sent out soon
- D. Other
1. No other unfinished business discussed

#### VII. New Business

- A. Elect New Vice Chair
1. Vice Chair Bassette resigned effective February 6 due to scheduling conflicts
  2. Ruestman nominated Daman to serve as Vice Chair; supported by Larsen; motion carried unanimously
- B. Other
1. No other new business discussed

#### VIII. Director's Report

- A. Morrison noted a decision was handed down in the minimum wage lawsuit mentioned in her January Report, but that an appeal to the State Supreme Court is expected

#### IX. Trustee Comments

- A. Daman mentioned that National Library Week is April 23-29, and discussed ways the Board could show appreciation to library staff

#### X. Adjournment

- A. Larsen moved to adjourn; supported by Ruestman
1. Meeting adjourned at 7:22pm

Next Regular Meeting: Thursday, March 9, 2023

*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.*