



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
February 8, 2024 at 6:00pm

- I. Call to Order
  - A. Skorna called the meeting to order at 5:59pm
  - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae, Trustee; Kim Kellogg, Trustee; Shannon Silvernail, Trustee
  - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Oath of Office
  - A. Harger administered the oath to Kellogg
- III. Consent Agenda
  - A. Approval of Minutes of the January 11, 2024 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$44,652.69
  - D. Larsen moved to approve the Consent Agenda as presented; supported by Kellogg; motion carried unanimously
- IV. Approval of Agenda
  - A. Jorae moved to approve the agenda as presented; supported by Darragh; motion carried unanimously
- V. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
  - A. No public comment
- VI. Reports
  - A. Friends of Briggs District Library
    1. Kellogg noted the group recently passed their bylaws; the next meeting is scheduled for February 29 at 4:30 at the library
  - B. Facility Committee
    1. No report given
  - C. Executive Committee
    1. No report given
  - D. Fundraising Committee
    1. No report given
- VII. Unfinished Business
  - A. Friends Group Agreement

1. Morrison presented the draft agreement template from the library's attorney
  - a. Members had no suggested changes at this time
- B. Strategic Planning
  1. Darragh asked questions about the replacement of the Dewey decimal system to organize nonfiction books
    - a. Morrison noted that it is an idea staff has been discussing, and that some area libraries have made the change, but no final decisions have been made
  2. Darragh moved to approve the plan as presented; supported by Jorae; motion carried unanimously
- C. Other
  1. No other Unfinished Business discussed

#### VIII. New Business

- A. Technology Service RFP Results
  1. Morrison reported that only one proposal has been received; Harger contacted DeWitt and Grand Ledge libraries, and was provided the names of other companies; the library's current technology company has expressed interest, but not yet submitted a proposal
  2. Morrison suggested extending the deadline and following up with the new leads to gather more proposals
  3. No action was taken; proposals will be reviewed at the March meeting
- B. Construction Manager RFP
  1. Morrison informed the Board the library's architect was delayed in publishing the RFP, and suggested the Board hold a special meeting to review the proposals
  2. Darragh moved to hold a Special Meeting on Monday, February 26 at 6:00pm at the library to review the submitted Construction Manager RFPs; supported by Jorae; motion carried unanimously
- C. Security Cameras
  1. Morrison presented two proposals to the Board, but felt they were more robust than needed
  2. Members agreed and suggested asking for pared down proposals
- D. Staff Compensation During Renovation
  1. Morrison noted staff concerns about employment status/pay if the library has to close during renovation project
    - a. Members stated their intention for staff to remain employed and paid during any closure
- E. Other
  1. No other New Business discussed

#### IX. Director's Report

- A. Annual Report
  1. Morrison presented the 2022-2023 Annual Report to the Board
  2. Members praised Morrison for her work

3. Darragh and Kellogg requested copies they could take to local township meetings
- B. Trustee Contact List
  1. Members reviewed
- X. Trustee Comments
  - A. No additional comments
- XI. Adjournment
  - A. Kellogg moved to adjourn; supported by Darragh
    1. Meeting adjourned at 7:29pm

Next Regular Meeting: Thursday, March 14, 2024

*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.*