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.