



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
February 13, 2025 at 6:00pm

- I. Call to Order
 - A. Daman called the meeting to order at 6:00pm
 - B. Members present: Rebecca Daman, Chair; Kim Skorna, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Shannon Silvernail
 - C. Members absent: Brad Jorae, Kim Kellogg
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Consent Agenda
 - A. Approval of Minutes of January 9, 2025 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$256,301.80
 - D. Approval of Renovation Bills Paid in the Amount of \$151,629.46
 - E. Larsen moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously
- III. Approval of Agenda
 - A. Larsen moved to approve the agenda as presented; supported by Darragh; motion carried unanimously
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- V. Reports
 - A. Friends of Briggs District Library
 1. Morrison met with Chair of the Friends group to discuss book sales
 - B. Facility Committee
 1. Larsen has received an estimate from Williams for work to be done on the staff parking lot
 - C. Executive Committee
 1. No report
- VI. Unfinished Business
 - A. Renovation Project
 1. RD Payment Issues
 - a. RD has released the January payment
 2. Review of Expenditures to Date

- a. Wieland
 - 1) Morrison noted that due to delays at the beginning of the project, Wieland completed \$38,000 in work before RD would allow the library to sign the contract
- 3. Items Needing Board Authorization
 - a. None
- 4. Open House
 - a. Tuesday, March 6, 3:30-6:00pm
- 5. Other
 - a. No other old business

VII. New Business

- A. Review Strategic Plan
 - 1. Morrison presented the Plan for review in advance of building the budget for next fiscal year
- B. Priorities for 2025-2026 Budget
 - 1. Morrison noted that the library will likely need funds to do a mass mailing before the millage vote in summer 2026
- C. Copy Machine/Printer Lease
 - 1. Morrison noted that our current lease is set to expire and presented quotes for renewal and from other companies
 - a. Silvernail moved to approve the quote from Applied Innovation; supported by Darragh; motion carried unanimously
- D. Williams Asphalt Quotes
 - 1. \$1432.00 for work in staff parking lot
 - a. Sealcoat, basic maintenance, and repainting of lines
 - 2. \$926.00 to raise asphalt at the 3 exits to make them ADA compliant
 - 3. Darragh moved to accept the quotes from Williams; supported by Skorna; motion carried unanimously
- E. Management System for Meeting Rooms?
 - 1. Morrison and Harger met with a representative from Local Hop to discuss room reservation software
 - 2. Darragh moved to approve the Local Hop agreement; supported by Silvernail; motion carried unanimously
- F. Committee Meetings (Schedule/How Often to Meet)
 - 1. Members suggested quarterly committee meetings
- G. Policy Review
 - 1. Meeting Room Policy
 - a. Darragh suggested adjusting fees for cleaning the room
 - 2. Quiet Study Room
 - a. Darragh asked how long usage information is kept
 - 1) Harger destroys the paperwork monthly after stats have been recorded
 - 3. Fee/Fine Policy
 - a. Board will revisit when policy changes are made

- 4. Maker Space Policy: Draft
 - a. Draft will be reviewed in March
- H. Other
 - 1. No other new business

VIII. Director's Report

- A. Headlee Explanation

IX. Trustee Comments

- A. No additional comments

X. Adjournment

- A. Silvernail moved to adjourn; supported by Skorna
 - 1. Meeting adjourned at 7:48pm

Next Regular Meeting: Thursday, March 13, 2025

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.