Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
January 10, 2018 at 6:00pm

Call to Order
- Meeting called to order by Chairman Jesse at 6:00pm
- Members present: Bob Jesse, Chair; Jason Denovich, Vice Chair; Jean Ruestman, Treasurer; Chris Zehr, Secretary; Rob Andretz, Trustee; Renae Larsen, Trustee; Leslie Salemi, Trustee
- Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
- Others present: Marcia Geller

Oath of Office
- Marcia Geller swore in new trustee Renae Larsen and returning trustee Jason Denovich

Welcome New Board Member
- Jesse welcomed and introduced Larsen

Election of Officers
- Salemi moved to approve the slate of officers as presented; supported by Andretz; approved slate of officers as follows:
  - Chair: Jesse
  - Vice Chair: Denovich
  - Treasurer: Ruestman
  - Secretary: Zehr

Approval of Agenda
- Denovich moved to approve as presented; supported by Andretz; motion carried

Approval of Minutes of December 13, 2018 Regular Meeting
- Salemi moved to approve minutes as presented; supported by Denovich; motion carried

Limited Public Comment: Please limit your comments to three (3) minutes in duration.
- No public comments

Friends Group Report
- No report presented

Facility Committee Report
- Jesse reported the drop boxes are finished and will be installed when weather permits

Executive Committee Report
- No report presented

Treasurer’s Report
  a. Revenue/Expenditure report
     - Ruestman presented report; Zehr moved to receive report and place on file; supported by Salemi; motion carried
  b. Approve Bills Paid
     - Motion by Salemi, seconded by Andretz to approve bills written on checks 2065 through 2103, debits and direct deposits through January 8, 2019 inclusive, totaling $46,573.49; motion carried
Unfinished Business:
1. Investment of Library Funds
   - Motion by Salemi to rescind Resolution 2018-005; supported by Denovich; motion carried
   - Motion by Denovich to approve Resolution 2019-001: INVESTMENT OF FUNDS RESOLUTION; CERTIFICATE OF DEPOSIT; supported by Salemi; resolution via roll call as follows:
     ○ Ayes: Jesse, Andretz, Ruestman; Larsen; Zehr; Denovich; Salemi
     ○ Nays: None
     ○ Absent: None
2. Other
   - No other unfinished business discussed

New Business:
1. Strategic Plan
   - Board chose dates for strategic plan workshop
   - Denovich moved to allow Morrison to sign contract; supported by Salemi; motion carried
2. 2019 Board Meeting Dates
   - Denovich moved to approve selected dates; supported by Ruestman; motion carried
3. Committee Assignments
   - Executive
     ○ Jesse; Denovich; Salemi
   - Budget & Finance
     ○ Ruestman; Zehr
   - Facilities
     ○ Jesse
4. Phone
   - Morrison presented quotes on updated phone systems
   - Denovich moved to accept proposal from DayStarr; supported by Salemi; motion carried
5. Reciprocal Borrowing/Visiting Patron
   - Morrison presented information on the MeL Reciprocal Borrowing/Visiting Patron program
   - Zehr moved to join program; supported by Andretz; motion carried
6. Other
   - No other new business discussed

Discussion Items:
1. Collection Development Policy Handout for Feb. Discussion
   - Morrison presented updated policy for Board review
2. Review Director's Job Description
   - Morrison presented updated job description for Board review
3. Board Training
   - Short: Take; Evaluating the Library Director
   - Training 2019

Director's Report:
- Morrison mentioned the possibility of an additional handicap parking spot being added on Spring Street

Trustee Comments:
- Jesse discussed expectations of Trustees

Adjournment:
- Denovich moved to adjourn; supported by Ruestman
- Meeting adjourned at 7:30pm
Next Regular Meeting: Thursday, February 28 at 6:00pm

Respectfully submitted,

Chris Zezra

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.