

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
January 14, 2021 at 6:00pm

- I. Call to Order
 - A. Meeting called to order at 6:00pm
 - B. Members present: Jason Denovich, Chair; Rob Andretz, Vice Chair; Jean Ruestman, Treasurer; Sharon Bassette, Trustee; Renae Larsen, Trustee; Leslie Salemi, Trustee, Terrilynn Voisin, Trustee
 - C. Members absent: None
 - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
 - E. Announcement of location: Denovich, St. Johns, MI; Andretz, Troy, MI; Ruestman, Mesa, AZ; Bassette, St. Johns, MI; Larsen, St. Johns, MI; Salemi, St. Johns, MI; Voisin, St. Johns, MI

- II. Oath of Office
 - A. Harger administered the oath to Voisin on Tuesday, January 12, 2021

- III. Welcome New Board Member
 - A. Voisin was officially welcomed back to the Board

- IV. Election of Officers
 - A. The slate of officers presented: Denovich, Chair; Andretz, Vice Chair; Ruestman, Treasurer; Larsen, Secretary
 1. Salemi moved to accept the slate as presented; supported by Voisin; motion carried by roll call
 - a. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen
 - b. NAYS: None

- V. Approval of Agenda
 - A. Andretz moved to approve as presented; supported by Ruestman; motion carried by roll call
 1. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen
 2. NAYS: None

- VI. Approval of Minutes of November 12, 2020 Regular Meeting
 - A. Salemi moved to approve as presented; supported by Larsen; motion carried by roll call
 1. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen
 2. NAYS: None

Trustee Bassette joined the Meeting at 6:05pm

- VII. Audit Presentation: Gabridge & Company
 - A. Ian Rees presented his findings from the annual audit
 - 1. Rees noted the library has a very healthy fund balance
 - 2. Ruestman moved to accept and place on file the audit report; supported by Andretz; motion carried by roll call
 - a. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - b. NAYS: None
- VIII. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public remarks
- IX. Reports
 - A. Friends Group Report
 - 1. No report presented
 - B. Facility Committee Report
 - 1. No report presented
 - C. Executive Committee Report
 - 1. No report presented
 - D. Treasurer's Report
 - 1. Revenue/Expenditure report
 - a. On track with expenditures
 - b. Revenues will start coming in over next 3 months
 - i. Salemi moved to accept the report; supported by Voisin; motion carried by roll call
 - ii. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - iii. NAYS: None
 - 2. Approve Bills Paid
 - a. Motion by Andretz, seconded by Larsen to approve bills written on checks 2826 through 2900, debits, and direct deposits, through January 15, 2021 inclusive, totaling \$88,440.46; motion carried by roll call
 - i. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - ii. NAYS: None
 - 3. CDs
 - a. Two CDs are expiring soon
 - i. Ruestman moved to reinvest both in 90-day CDs; supported by Bassette; motion carried by roll call
 - ii. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - iii. NAYS: None
- X. Unfinished Business
 - A. COVID-19 Update
 - 1. Harger provided an update on the re-opening of the library to the public
 - B. Fundraising Plan

1. Salemi suggested hiring an intern to focus on fundraising during summer months
 2. Salemi would like to see committee formed by April
 - a. Salemi, Bassette, volunteered for committee
 3. Denovich mentioned a USDA grant program that may be worth investigating
- C. Other
1. No other unfinished business presented

XI. New Business

A. 2021 Board Meeting Dates

1. Members suggested the following changes: move meeting to February 18; move meeting to March 18; add meeting on July 22
 - a. Voisin moved to approve the schedule as amended; supported by Larsen; motion carried by roll call
 - i. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - ii. NAYS: None

B. Facility Maintenance RFPs

1. Heating system
 - a. Members liked the options presented by Williams
2. Roofing
 - a. Denovich noted costs are rising, Board may want to lock down price soon
3. Ruestman suggested extending the due date for bids by 30 days, due to not having received enough bids
 - a. Denovich offered to make follow-up phone calls
 - b. Bassette moved to extend the deadline for both bids by 30 days; supported by Salemi; motion carried by roll call
 - i. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - ii. NAYS: None

C. Committee Assignments

1. Members suggested the following assignments:
 - a. Finance: Ruestman, Voisin
 - b. Facilities: Salemi, Larsen
 - c. Fundraising: Salemi, Ruestman, Bassette
 - d. Executive: Denovich, Andretz, Bassette
 - e. Ruestman moved to approve the assignments; supported by Bassette; motion carried by roll call
 - i. AYES: Denovich, Ruestman, Salemi, Voisin, Andretz, Larsen, Bassette
 - ii. NAYS: None

D. Other

1. No other new business presented

XII. Director's Report

XIII. Trustee Comments

XIV. Adjournment

- A. Ruestman moved to adjourn
- B. Meeting adjourned at 6:58pm

Next Regular Meeting: Thursday, February 18, 2021 at 6:00pm

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.