



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
January 12, 2023 at 6:00pm

- I. Call to Order
 - A. Skorna called the Meeting to order at 6:00 pm
 - B. Members present: Kimberly Skorna, Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Rebecca Daman, Trustee; Brad Jorae, Trustee
 - C. Members absent: Sharon Bassette
 - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director

- II. Oath of Office
 - A. Harger administered the Oath of Office to Jorae and Larsen

- III. Election of Officers
 - A. Chair
 1. Ruestman nominated Skorna; supported by Jorae
 - B. Vice Chair
 1. Bassette was nominated by Ruestman; supported by Larsen
 - C. Treasurer
 1. Ruestman was nominated by Skorna; supported by Larsen
 - D. Secretary
 1. Larsen was nominated by Skorna; supported by Ruestman
 - E. Ruestman moved to close nominations; supported by Larsen; motion carried unanimously
 - F. Ruestman moved to approve the slate of candidates as presented; supported by Jorae; motion carried unanimously

- IV. Consent Agenda
 - A. Approval of Minutes of the November 10, 2022 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$95,790.58
 - D. 2023 Closure Schedule
 - E. Request to Close for Staff Training
 - F. No discussion on the Consent Agenda
 1. Ruestman moved to approve the consent agenda as presented; supported by Daman; motion carried unanimously

- V. Approval of Agenda
 - A. Daman moved to approve the agenda as written; supported by Ruestman; motion carried unanimously

- VI. Audit Presentation
 - A. Ian Rees from Gabridge & Company presented the audit
 1. The Library received a clean opinion from Gabridge & Company

2. The assets of the Library exceeded its liabilities, and there was an increase to its general fund balance

VII. Limited Public Comment (Please limit your comments to three (3) minutes in duration)

- A. No public comment

VIII. Reports

- A. Facility Committee
 1. No report presented
- B. Executive Committee
 1. No report presented
- C. Fundraising Committee
 1. Next meeting to be scheduled shortly

IX. New Business

- A. Resolution Authorizing Signatories for Financial Institution Accounts
 1. No changes to Officer positions, no action taken
- B. Committee Assignments
 1. Executive
 - a. Skorna, Bassette, Daman
 2. Budget
 - a. Ruestman, Jorae
 3. Facilities
 - a. Larsen, Skorna
 4. Fundraising
 - a. Ruestman, Daman, Skorna
- C. MERS Plan Resolution & Agreements
 1. Morrison met with representative from MERS about transferring defined contributions for full-time staff from MissionSquare to MERS
 - a. Ruestman moved to approve the Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals, and to adopt all related agreements; supported by Jorae; motion passed unanimously
- D. Ethics Policy Annual Acknowledgement
 1. Board Members received and signed the Board of Trustees Ethics Policy Acknowledgement
- E. Board Member Resignation
 1. Eric Verlinde resigned from the Board due to work schedule conflicts
 2. The library has posted a request for applications on its website and social media
- F. Other
 1. No other new business discussed

X. Unfinished Business

- A. Building Renovation
 1. Morrison presented rates from a local institution, and the Board discussed taking out a loan for the project
 2. Morrison will reach out to contractor who provided original cost estimate to determine the effect of inflation
- B. Strategic Planning

1. Members will submit documents to Morrison to compile for February Meeting
- C. Other
1. No other unfinished business discussed

XI. Director's Report

- A. Morrison discussed pending court challenges that could lead to changes to minimum wage

XII. Trustee Comments

- A. No additional comments

XIII. Adjournment

- A. Ruestman moved to adjourn
 1. Meeting adjourned at 7:38pm

Next Regular Meeting: Thursday, February 9, 2023; will include Board Training with WPLC Director Kate VanAuken

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.