I. Call to Order
   A. Skorna called the meeting to order at 6:02pm
   B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Renae Larsen, Secretary; Kendel Darragh, Trustee; Shannon Silvernail, Trustee
   C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

II. Oath of Office
   A. Harger administered the oath to Silvernail

III. Election of Officers
   A. Darragh nominated Skorna to serve as Chair; supported by Larsen; motion carried unanimously
   B. Election of other officers moved to New Business to not delay the audit presentation

IV. Consent Agenda
   A. Approval of Minutes of the November 16, 2023 Regular Meeting
   B. Approval of Revenue/Expenditure Report
   C. Approval of Bills Paid in the Amount of $93,355.24
   D. Materials Selection Policy
   E. Darragh 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 presented; supported by Darragh; motion carried unanimously

VI. Audit Presentation: Gabridge & Company: Andrew Wilcoxen
   A. Andrew Wilcoxen from Gabridge & Company presented the audit
      1. The library received a clean opinion from Gabridge & Company

VII. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
   A. No public comment

VIII. Reports
   A. Friends of Briggs District Library
1. David Link, Chair of the newly formed organization, introduced himself to the Board and gave an update on the progress of reforming the group

B. Facility Committee
1. Heat tape on the roof will be monitored this winter to determine if adjustments to downspouts will alleviate icing issues

C. Executive Committee
1. Presented forms and questions used during the director evaluation process
2. Darragh asked about opportunities for the director to provide input during the evaluation process

D. Fundraising Committee
1. Thank you notes are ready to be signed and sent

IX. Unfinished Business
A. Strategic Plan Draft
1. Morrison presented to Board for their input
   a. Members will send their suggestions to Morrison before the end of January, so final product can be approved in February

B. Other
1. No other Unfinished Business discussed

X. New Business
A. 2024 Meeting Dates
1. Darragh moved to approve the dates; supported by Daman; motion carried unanimously

B. Committee Assignments
1. Election of Officers
   a. Vice Chair
      1) Larsen nominated Daman; supported by Darragh
      2) No other nominations
   b. Treasurer
      1) Darragh nominated herself; supported Daman
      2) No other nominations
   c. Secretary
      1) Daman nominated Larsen; supported by Darragh
      2) No other nominations
   d. Daman moved to approve the slate of officers; supported by Larsen; motion carried unanimously

2. Committee Assignments
   a. Executive Committee: Skorna, Daman, Darragh
   b. Budget & Finance: Darragh & Silvernail
   c. Facilities: Larsen & Jorae
   d. Fundraising: Daman & Kellogg
   e. Friends Group Liaison: Kellogg

C. Resolution Authorizing Signatories for Financial Institution Accounts
a. Darragh moved to approve Resolution 2024-001; supported by Larsen; motion approved by roll call as follows:
   1) AYES: Skorna, Darragh; Daman; Silvernail; Larsen
   2) NAYS: None

D. RFP Building Renovation Project
   1. Morrison presented the Request for Proposal for Construction Management Services from MCD Architects
      a. Daman moved to authorize MCD to put out the RFP; supported by Darragh; motion carried unanimously

E. Ethics Policy Annual Acknowledgement
   1. Per the Board’s bylaws Members signed and submitted acknowledgement forms

F. Other
   1. No other New Business discussed

XI. Director’s Report
   A. Morrison discussed the low usage statistics for Brainfuse; possibly ending the service and possible uses of those funds
      1. Members agreed with her assessment
   B. There are many stuffed animals in the warehouse no longer being used by the library for programs; staff would like to donate the toys to Clinton County RESA for their Special Olympics program
      1. Members approved of this donation

XII. Trustee Comments
   A. Members officially welcomed Silvernail to the Board

XIII. Adjournment
   A. Darragh moved to adjourn; supported by Daman
      1. Meeting adjourned at 7:46pm

Next Regular Meeting: Thursday, February 8, 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.