



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
January 11, 2024 at 6:00pm

- 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 Wilcoxon
 - A. Andrew Wilcoxon 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.