



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
January 9, 2025 at 6:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 6:00pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Kim Kellogg; Renae Larsen; Shannon Silvernail
 - C. Members absent: Brad Jorae
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Oath of Office
 - A. Harger administered the Oath to Daman
- III. Audit Presentation
 - A. Ian Rees from Gabridge & Company presented a report of the library's 2023-2024 audit
 1. The library achieved Gabridge & Company's highest rating
 2. General fund contains 165% of annual expenditures
 3. Kellogg moved to accept and place on file the annual audit report; supported by Daman; motion carried unanimously
 - B. After the presentation, Morrison noted that the 165% fund balance included grants and money that was set aside for the renovation project
- IV. Election of Officers
 - A. Darragh nominated Daman for Chair; supported by Larsen; appointment approved unanimously
 - B. Skorna nominated herself for Vice Chair; supported by Larsen; appointment approved unanimously
 - C. Darragh nominated herself for Treasurer; supported by Kellogg; appointment approved unanimously
 - D. Renae nominated herself for Secretary; supported by Daman; appointment approved unanimously
 - E. Daman continues meeting as Chair
- V. Consent Agenda
 - A. Approval of Minutes of the December 12, 2024 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$65, 141.41
 - D. Approval of Renovation Bills Paid in the Amount of \$143,605.83

- E. Darragh moved to approve the Consent Agenda; supported by Skorna; motion carried unanimously

VI. Approval of Agenda

- A. Larsen moved to approve the agenda as presented; supported by Kellogg; motion carried unanimously

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. Kellogg reported the group has received 501(c)(3) status
 - a. Next step is setting up a bank account
 - 2. Book sales will restart after the library renovation is completed
- B. Facility Committee
 - 1. Larsen is contacting Williams so the library is scheduled to have the staff parking lot resealed this spring
 - 2. Gutters were cleaned in the fall
- C. Executive Committee
 - 1. No report

IX. Unfinished Business

- A. Renovation Project
 - 1. Progress Update
 - a. Punch list walkthrough was on Tuesday
 - b. All countertops should be delivered tomorrow
 - c. Last portion of flooring is backordered
 - d. RD wants to schedule a pre-inspection
 - e. Office furniture should be delivered next week
 - 2. Review of Expenditures to Date
 - a. No additional expenditures
 - 3. Items Needing Board Authorization
 - a. Hourly staff compensation during closure
 - 1) Admin will create a temporary schedule for staff
 - 2) Hours will be treated as regularly scheduled shifts, following rules and procedures in Personnel Handbook
 - 4. Open House
 - a. Tuesday, March 6, 3:30-6:00pm
 - 1) Tour for invitees at 3:30
 - 2) Ribbon cutting and open house starting at 4:00
 - 3) Planning committee would like Board involvement
 - 4) Signage will be created to showcase what is new
 - 5) Committee requested the library close at noon to allow for setup

(a) Kendel moved to close the library Tuesday, March 6 at 12:00pm;
supported by Kellogg; motion carried unanimously

- 5. Other
 - a. No other old business

X. New Business

A. 2025 Meeting Dates

- 1. Morrison presented dates and asked members whether they would rather not schedule a meeting for July or August
- 2. Larsen moved to approve the schedule with no July meeting; supported by Skorna; motion carried unanimously

B. Committee Assignments

- 1. Friends Group Liaison: Kellogg
- 2. Facility: Larsen, Jorae
- 3. Budget & Finance: Darragh, Silvernail
- 4. Executive: Daman, Skorna, Darragh
- 5. Kellogg moved to approve the Committee assignments; supported by Silvernail; motion carried unanimously

C. Resolution Authorizing Signatories for Financial Institution Accounts

- 1. Journey FCU: No changes made
- 2. Huntington: No changes made

D. Ethics Policy Annual Acknowledgement

- 1. Members received and signed acknowledgements

E. Other

- 1. No other new business

XI. Director's Report

A. Staff is looking into room reservation software

- 1. Darragh mentioned the calendar function in Outlook may meet library's needs

B. Staff is looking for a new people counter

XII. Trustee Comments

A. Kellogg is attending the Greenbush Township meeting next week

B. Darragh attended the SJPS Boar meeting

XIII. Adjournment

A. Darragh moved to adjourn; supported by Kellogg

- 1. Meeting adjourned at 7:26pm

Next Regular Meeting: Thursday, February 13, 2025

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.