Briggs District Library  
108 East Railroad Street  
St. Johns, Michigan 48879  
July 11, 2019 at 6:00pm

Call to Order
- Meeting called to order at 6:02pm
- Members present: Jason Denovich, Chair; Chris Zehr, Secretary; Rob Andretz, Trustee; Renae Larsen, Trustee; Leslie Salemi, Trustee
- Members absent: Jean Ruestman
- Staff present: Sara Morrison, Director; Brett Harger, Assistant Director

Approval of Agenda
- Salemi moved to approve as presented; supported by Larsen; motion carried

Approval of Minutes of June 27, 2019 Regular Meeting & June 29, 2019 Strategic Plan Meeting
- Salemi moved to approve as presented; supported by Larsen; motion carried

Limited Public Comment: Please limit your comments to three (3) minutes in duration.
- Bob Jesse noted his formal resignation letter is upcoming and that the County Library Board is meeting July 12 to administer the distribution of penal fines

Friends Group Report
- No report presented

Facility Committee Report
- No report presented

Executive Committee Report
- No report presented

Treasurer's Report
- Revenue/Expenditure report
  - Morrison noted outstanding invoices from the end of fiscal year 2018-2019; penal fines and last state aid payment are still outstanding and will be credited to fiscal year 2019-2019
  - Salemi moved to accept report; supported by Zehr; motion carried
- Approve Bills Paid
  - Motion by Zehr, seconded by Larsen to approve bills written on checks 2320 through 2330, debits and direct deposits through July 10, 2019 inclusive, totaling $10,554.34; motion carried
- Budget Adjustments
  - 3 memorial donations arrived at the end of fiscal year 2018-2019; Morrison is requesting a budget adjustment so those funds can be used to fund projects in the current fiscal year
    - Salemi moved to amend revenue line 4100; supported by Andretz; motion carried
    - Zehr moved to amend expenditure line 8410; supported by Larsen; motion carried
Unfinished Business:
  • Strategic Plan
    ○ Morrison presented synopsis of Strategic Plan work sessions provided by facilitator
  • Approval of By-laws
    ○ Andretz moved to approve the by-laws as presented; supported by Salemi; motion carried via roll call as follows:
      ▪ Ayes: Andretz; Zehr; Denovich; Salemi; Larsen
      ▪ Nays: None
      ▪ Absent: Ruestman
  • Other
    ○ No other unfinished business discussed

New Business:
  • Approval of the L-4029 form
    ○ Salemi moved to approve the L-4029 2019 Tax Rate Request; supported by Andretz; motion carried
  • Elect New Vice-Chair
    ○ Andretz nominated
      ▪ Salemi moved to approve Andretz as Vice Chair; supported by Larsen; motion carried
  • Expiring Board Terms
    ○ 2 possible vacancies for terms ending December 2019
    ○ Board will search for possible replacements; would like to approve names at October meeting
  • Entry Level Librarian (Library Assistant) Job Description
    ○ Morrison presented updated job description for Board perusal
  • August Meeting
    ○ Board discussed necessity of holding August meeting
      ▪ Regular Meeting scheduled for August 8, 2019 is canceled
  • Other
    ○ No other new business discussed

Discussion Items:
  • Social Media Policy
    ○ Morrison presented new policy
      ▪ Board will review and make suggestions at September meeting
  • Upcoming Staff Changes
    ○ Morrison requested Board input re: retiring full-time staff member and changes to job description/possible additional positions
  • Other
    ○ No other discussion items presented

Director’s Report
  • Morrison reported the library is in talks to install permanent StoryWalk and Little Free Libraries

Trustee Comments:
Adjournment

- Zehr moved to adjourn; supported by Salerni
- Meeting adjourned at 7:12pm

Next Regular Meeting: Thursday September 12, 2019 at 6:00pm

Respectfully submitted,

Christine Z.

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.