

Briggs District Library  
108 East Railroad Street  
St. Johns, Michigan 48879  
June 10, 2021 at 7:00pm

- I. Call to Order
  - A. Meeting called to order at 7:02pm
  - B. Members present: Jason Denovich, Chair; Robert Andretz, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Sharon Bassette, Trustee
  - C. Members absent: Leslie Salemi, Terrilynn Voisin
  - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
  
- II. Approval of Agenda
  - A. Ruestman moved to approve the agenda as presented; supported by Bassette; motion carried
  
- III. Approval of Minutes of May 13, 2021 Regular Meeting
  - A. Andretz moved to approve as presented; supported by Larsen; motion carried
  
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
  - A. No public comment
  
- V. Reports
  - A. Facility Committee Report
    1. No report presented
  - B. Executive Committee Report
    1. No report presented
  - C. Fundraising Committee Report: Meeting on June 16 at 6:00pm
    1. No report presented
  - D. Treasurer's Report
    1. Revenue/Expenditure report
      - a. Morrison noted the library has experienced delays in shipping of ordered collection items
        - (1.) Ruestman suggested the Board take up budget adjustments in the new fiscal year to cover the costs
      - b. Bassette moved to accept the report; supported by Andretz; motion carried
    2. Approve Bills Paid
      - a. Motion by Andretz, seconded by Ruestman, to approve bills written on checks 3020 through 3059, debits, and direct deposits, through June 10 inclusive, totaling \$90,685.01; motion carried
  
- VI. Unfinished Business
  - A. Interlibrary Loan Policy
    1. Morrison presented a clean copy of the policy the Board discussed in May
      - a. Ruestman move to approve the policy as presented; supported by Andretz; motion carried
  - B. Other
    1. No other unfinished business presented

## VII. New Business

### A. Streaming Video Service

1. Library admin has been looking into streaming video services, and presented the Board with their choice
  - a. Ruestman moved to approve the purchase of Kanopy streaming service; supported by Andretz; motion carried

### B. Policy Review/Updates

1. Fee/Fine Policy
  - a. The library added a laminating machine, and Morrison presented a policy to reflect those changes
    - (1.) Andretz moved to approve the policy as presented; supported by Ruestman; motion carried
2. COVID 19 Changes
  - a. Morrison updated the Board on plans regarding mask policies

### C. Library Credit Card

1. Ruestman suggested increasing the credit card limit after Morrison had to cover a large library purchase on a personal card
  - a. Ruestman moved to raise the spending limit on the library business credit card to \$5,000; supported by Larsen; motion carried

### D. July Meeting

1. Board discussed need to move meeting time due to conflicts
  - a. Meeting will stay July 22 at 6:00pm

### E. Other

1. No other new business presented

## VIII. Director's Report

- A. Morrison noted the usage stats for the library's online services

## IX. Trustee Comments

- A. No additional comments

## X. Adjournment

- A. Ruestman moved to adjourn
  1. Meeting adjourned at 7:50pm

Next Regular Meeting: Thursday July 22, 2021 (No meeting in August)