



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
June 8, 2023 at 8:00pm

- I. Call to Order
 - A. Daman called the meeting to order at 8:08pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Kendel Darragh, Trustee; Kim Keys-Kellogg, Trustee; Brad Jorae, Trustee
 - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

- II. Consent Agenda
 - A. Approval of Minutes of the May 11, 2023 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$51,853.08
 - D. Jorae moved to approve the Consent Agenda as presented; supported by Darragh; motion carried unanimously

- III. Approval of Agenda
 - A. Ruestman moved to approve the agenda as presented; supported by Keys-Kellogg; motion carried unanimously

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

Skorna arrived at 8:11 and continued the meeting as Chair

- V. Reports
 - A. Facility Committee
 1. Richard Kellogg patched holes in siding
 2. Kim Kellogg weeded the Japanese garden
 3. Morton Outdoor Contracting finished work on the front porch
 4. Morton's permit for burying the downspout was denied
 - a. Morrison will follow up to find out why
 5. Mint City Handyman submitted a bid for repair work on front sign
 6. Williams Heating & Cooling came to work on an air conditioner
 - a. Morrison will contact in the fall for furnace filter replacement
 7. Morton
 - B. Executive Committee
 1. Will schedule a meeting after this week
 - C. Fundraising Committee
 1. Contract with OneCause

- a. Ruestman moved to approve the contract and allow Morrison to sign, contingent on the director's review; supported by Jorae; motion carried unanimously

VI. Unfinished Business

A. Strategic Plan

1. Mission & Vision Statement
 - a. Members made edits to the statements
2. 3-4 Strategic Directions
 - a. Members chose strategic directions and benchmarks in meeting those directions
3. Morrison will compile document for discussion at August meeting

B. Policy

1. Personnel Manual
 - a. Progressive Discipline/Grievance
 - 1) Members suggested edits to the policy
 - 2) Morrison will make changes and submit updated policy to the library's attorney
 - (a) Updated policy with any legal notes will be presented in August
 - b. Review Intro & Hiring Practices
 - 1) Ruestman suggested adding language indicating online employment applications can be submitted
 - 2) Members offered clarifications to the Hiring Relatives section
2. By-Laws: Articles III & IV
 - a. Members made no changes to the by-laws

VII. New Business

A. Quote to Repair Outdoor Sign

1. Members reviewed quote from Mint City Handyman
 - a. Keys-Kellogg moved to accept the quote; supported by Jorae; motion carried unanimously

VIII. Director's Report

- A. Morrison is reaching out to janitorial companies about a possible change
- B. Morrison noted upcoming library apparel order for any interested Board Members

IX. Trustee Comments

- A. Skorna shared card from library staff thanking Board Members for the appreciation shown during National Library Week

X. Adjournment

- A. Daman moved to adjourn; supported by Ruestman
 1. Meeting adjourned at 9:13pm

Next Regular Meeting: Thursday, August 10, 2023