



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
June 13, 2024 at 6:00pm

- I. Call to Order
  - A. Skorna called the meeting to order at 6:01pm
  - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae; Kim Kellogg; Shannon Silvernail
  - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
  
- II. Consent Agenda
  - A. Approval of Minutes of the May 9, 2024 Regular Meeting
  - B. Approval of Minutes of the May 20, 2024 Special Meeting
  - C. Approval of Revenue/Expenditure Report
  - D. Approval of Bills Paid in the Amount of \$109, 601.03
  - E. Budget Adjustments
  - F. Daman moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously
  
- III. Approval of Agenda
  - A. Darragh moved to approve the agenda as presented; supported by Kellogg; motion carried unanimously
  
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
  - A. No public comment
  
- V. Reports
  - A. Friends of Briggs District Library
    1. Kellogg noted she and Harger attended the Friends meeting earlier in the day
    2. Group will take part in the Mint Festival Parade
    3. Friends held an open house/meet & greet session last month
      - a. New members for the group and to sit on the board
    4. Asked for staff to attend a future meeting to talk about library services
  - B. Facility Committee
    1. Larsen followed up with Williams regarding sealing of the staff parking lot
      - a. Williams recommended waiting until after the renovation project
  - C. Executive Committee
    1. No report
  - D. Fundraising Committee
    1. No report

## VI. Unfinished Business

### A. Renovation Project

1. Addendum for the OA5-2016 Contract
  - a. Language required to receive federal funding added to contract with MCD
  - b. Jorae moved to approve addendum/contract with MCD Architects; supported by Daman; motion carried unanimously
2. ABAAS Certification
  - a. Presented by Morrison for review and signing by Skorna
3. Update on Status
  - a. Morrison received a letter acknowledging the receipt of the federal funds
    - 1) She and Harger will meet with Rural Development to discuss next steps
  - b. Weiland met with subcontractors Tuesday, June 11 to discuss project and tour building
    - 1) Will accept bids until Friday, June 21 and have recommendations to Board by Friday, June 28
  - c. Staff is currently looking into more cost-effective solutions for moving tech to temporary location

### B. Other

1. No other Unfinished Business discussed

## VII. New Business

### A. Audit Engagement Letter 2025

1. Morrison brought letter for Larsen's signature
2. Letter is required to receive federal funding
  - a. States which firm will audit the library's finances for the fiscal year in which federal funds were received: 2024-2025
3. Morrison noted that this time frame overlaps with when the library would normally be putting auditing services out to bid

Jorae left at 6:54pm

4. Kellogg moved to use Gabridge for the 2024-2025 audit to comply with the federal regulations; supported by Daman; motion carried unanimously

### B. Special Meeting in July to Approve Subcontractors

1. Board will wait until after Morrison meets with USDA next week to set date
2. No action taken

### C. Public Relations Policy Revision

1. Daman moved to approve the updated policy; supported by Silvernail; motion carried unanimously

### D. Emergency Closing Policy Revision

1. Darragh moved to approve the updated policy; supported by Larsen; motion carried unanimously

### E. Other

1. No other new business discussed

#### VIII. Director's Report

- A. Morrison visited Bridgeport Library with other directors from our co-op
  1. Noted how Bridgeport has moved away from Dewey to shelve their nonfiction collection
- B. Morrison noted the library's new technology company tracks wi-fi usage differently than the library's old software, so that number will be lower going forward
- C. Kellogg asked about lower program attendance in May
  1. Harger noted that children's programs were not scheduled in May due to the original renovation timeline
- D. Morrison mentioned the MLA conference in October, and that Board members are welcome to attend

#### IX. Trustee Comments

- A. Kellogg noted the Summer Kick-Off event was fun and busy with a lot of attendees and things going on

#### X. Adjournment

- A. Darragh moved to adjourn; supported by Daman
  1. Meeting adjourned at 7:24pm

Next Regular Meeting: Thursday, August 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.*