



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
June 12, 2025 at 6:00pm

- I. Call to Order
 - A. Daman called the meeting to order at 6:01pm
 - B. Members present: Rebecca Daman, Chair; Kim Skorna, 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 May 8, 2025 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$92,203.88
 - D. Budget Adjustments
 - E. Kellogg noted a missing digit in the total of bills paid
 - F. Silvernail moved to approve the Consent Agenda as amended; supported by Skorna; motion carried unanimously
- III. Approval of Agenda
 - A. Kellogg moved to approve the agenda as amended; supported by Daragh; motion carried unanimously
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- V. Unfinished Business
 - A. Marketing
 - 1. Website
 - a. Board discussed two quotes
 - 1) 43North: \$7250 discounted price, plus \$20/month for hosting
 - (a) Morrison noted that as part of the library's contract with Potterville, that company would host our website even if they do not create it
 - 2) Potterville: \$9375 for the ADA compliant site with no calendar
 - 3) Members discussed benefits of a new site vs. staying with Ploud
 - (a) Discussion of calendars and the ability of the library's website to work with Local Hop for room reservations
 - 4) Morrison noted the library has received a \$5,000 donation from Wieland, has \$3300 left in the marketing budget, and can receive a \$900

grant from White Pine – all of which could be used for a website redesign

- 5) Skorna moved to approve the Potterville quote; supported by Jorae; motion carried unanimously

B. Other

1. No other unfinished business discussed

VI. New Business

A. Resolution IRC Section 125 Premium Only Plan

1. Allows costs of medical coverage to be taken pre-tax
2. Kellogg moved to approve Resolution 2025-003: IRC Section 125 Premium Only Plan; supported by Silvernail; motion approved by roll call as follows:
 - a. AYES: Jorae; Kellogg; Darragh; Skorna; Larsen; Silvernail; Daman
 - b. NAYS: None

B. L-4029 Form

1. 2025 tax rate request after Headlee adjustments
2. Presented to Daman and Larsen for signatures

C. Legal Self Help Station Printing

1. Staff asking for guidance as there has been an influx in patron requests for free printing for legal matters
2. After discussion Board affirmed the current policy stating all printing/copying costs \$0.25/page

D. Waiving Fines

1. Staff asking Board to weigh in on waiving of late fines without approval of the library director
2. Board affirmed that late fines should be assessed and collected as stated in current policy

E. Draft 3D Printer Policy

1. Policy was presented for approval
 - a. Jorae moved to approve the policy as written; supported by Larsen; motion carried unanimously

F. Director Evaluation Form

1. Executive Committee presented the form
 - a. It will be the only evaluation tool used
 - b. Each Committee member and Morrison will complete the form
 - 1) Morrison will meet with the Committee, then a final evaluation will be presented to the full Board in August
 - (a) Silvernail asked that the final evaluation be shared before the meeting, so all members have a chance to review before approval
 - c. Silvernail moved to approve the evaluation form; supported by Larsen; motion carried unanimously

G. Other

1. No other new business

VII. Reports

A. Friends of Briggs District Library

1. Kellogg noted the group held a benefit concert with the St Johns Community Band
2. There is an online store with Friends of the Library merchandise for sale
3. Members will be attending the Higham Street Market this summer with “Blind Date with a Book” selections
4. Morrison will attend their next meeting to discuss millages and the Friends’ role
5. They will be opening up for general membership at the July meeting
6. They will be forming a Yes Committee for the library’s millage renewal

B. Facility Committee

1. Committee will meet with Morrison Monday, June 16 at 3:00pm for a walk-through of the building

C. Finance Committee

1. No report given

D. Executive Committee

1. No report given

VIII. Director’s Report

A. Two staff members have been hired; custodial position is next

B. Liz Janetzke the library’s Outreach Coordinator, has been approached about joining one of the DDAs committees

1. Morrison mentioned the library covering Janetzke’s lunch costs
 - a. Board members agreed

C. Morrison provided promotional materials she delivered when visiting Bengal Township

D. The Michigan Library Association Annual Conference will be in Lansing in October, if Board members are interested in attending

E. The library has an online store through Sports Stop with library apparel

1. The items offered will be updated throughout the year

IX. Trustee Comments

A. No additional comments

X. Adjournment

A. Kellogg moved to adjourn; supported by Darragh

1. Meeting adjourned at 7:59pm

Next Regular Meeting: Thursday, August 14, 2025