Call to Order
- Meeting called to order at 6:00pm
- Members present: Bob Jesse, Chair; Jason Denovich, Vice Chair; Jean Ruestman, Treasurer; Rob Andretz, Trustee; Renae Larsen, Trustee
- Members absent: Chris Zehr; Leslie Salemi
- Staff present: Sara Morrison, Director; Brett Harger, Assistant Director

Approval of Agenda
- Denovich moved to approve as presented; supported by Andretz; motion carried

Approval of Minutes of February 29, 2019 Regular Meeting
- Denovich moved to approve as presented; supported by Andretz; motion carried

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

Friends Group Report
- No report presented

Facility Committee Report:
- Jesse reported the committee is waiting on paint quote for exterior doors; Morrison has requested a quote for landscaping on the north and east sides of the library; quotes on upgrade of light fixtures and Consumer’s Energy rebate have been received

Executive Committee Report
- Jesse reported the committee will meet soon to discuss Morrison’s evaluation

Treasurer’s Report
- Revenue/Expenditure report
  o Ruestman presented report; Andretz moved to accept report; supported by Denovich; motion carried
- Approve Bills Paid
  o Motion by Larsen, seconded by Andretz to approve bills written on checks 2165 through 2185, debits and direct deposits through March 15, 2019 inclusive, totaling $24,380.06.
- Huntington CD
Morrison reported the library’s 6-month CD has matured, and presented current rates at local institutions
  ▪ Denovich moved to put the money in an 18-month CD at Mercantile bank; supported by Ruestman; motion carried

Unfinished Business:
  • Bylaws
    ▪ Board reviewed the comments made on draft of bylaws by the library’s attorney; added language that vacating member may continue to serve until appointing municipality makes new appointment; Board will create policies to address issues raised by the attorney
    ▪ Ruestman moved to approve the bylaws as amended, if legal counsel does not object to the added language; supported by Andretz; motion carried
  • Other
    ▪ No other unfinished business discussed

New Business:
  • Audit RFP draft
    ▪ Jesse suggested removal of redundant language; Ruestman moved to approve as amended; supported by Denovich; motion carried
  • Materials Selection Policy
    ▪ Larsen moved to approve updated policy; supported by Andretz; motion carried
  • Review of Director’s Job Description
    ▪ Board compared previous and current versions; Andretz moved to approve updated job description; supported by Ruestman; motion carried
  • Lighting Quotes
    ▪ Morrison and Jesse will seek updated quotes to include cost of replacement of light fixtures
  • Other
    ▪ No other new business discussed

Discussion Items:
  • Strategic Plan
    ▪ Board will compile list of community members to attend strategic plan meetings in June
  • 2019-2020 Budget (draft at April meeting)
    ▪ Budget committee is meeting on April 1; Board provided guidance on COLA for staff, and possible mystery dinner event
  • Future of Facility (Barber’s Presentation)
    ▪ Board is appreciative of the work from Barber’s
    ▪ Board will submit RFP for facility upgrades
  • Other
    ▪ No other items discussed
Director’s Report

- Morrison highlighted MLA call for action re: proposed federal budget, and staff training held recently

Trustee Comments:

- Jesse met with Larsen to welcome her to the Board

Adjournment:

- Denovich moved to adjourn; supported by Ruestman
- Meeting adjourned at 7:15pm

Next Regular Meeting: Thursday, April 11, 2019 at 6:00pm in Staff Area

Respectfully submitted,

Chris Zeh

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.