

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
March 18, 2021 at 6:00pm

- I. Call to Order
 - A. Meeting called to order at 6:00pm
 - B. Members present: Jason Denovich, Chair; Robert Andretz, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Sharon Bassette, Trustee; Leslie Salemi, Trustee; Terrilynn Voisin, Trustee
 - C. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
 - D. Announcement of location: Denovich, St. Johns, MI; Andretz, St. Johns, MI; Ruestman, St. Johns, MI; Larsen, Elsie, MI; Bassette, St. Johns, MI; Salemi, St. Johns, MI; Voisin, St. Johns, MI

- II. Approval of Agenda
 - A. Andretz moved to approve as presented; supported by Voisin; motion carried by roll call
 1. AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 2. NAYS: None

- III. Approval of Minutes of February 18, 2021 Regular Meeting
 - A. Salemi moved to approve as presented; supported by Ruestman; motion carried by roll call
 1. AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 2. NAYS: None

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

- V. Reports
 - A. Facility Committee Report
 1. No report presented
 - B. Executive Committee Report
 1. No report presented
 - C. Fundraising Committee Report
 1. Committee held first meeting, are developing a plan of action, will meet again soon
 - D. Treasurer's Report
 1. Revenue/Expenditure report
 - a. Budget adjustments are needed for upcoming large expenses
 - b. Some revenues and expenditures down because of closures

- c. Bassette moved to accept the report; supported by Larsen; motion carried by roll call
 - i. AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 - ii. NAYS: None
- 2. Approve Bills Paid
 - a. Motion by Andretz, seconded by Larsen, to approve bills written on checks 2937 through 2965, debits, and direct deposits through March 18, 2021 inclusive, totaling \$58,741.15; motion carried by roll call
 - i. AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 - ii. NAYS: None
- 3. Budget Adjustments
 - a. Moving funds from reserves to pay for recent HVAC and upcoming roof improvements
 - i. Salemi moved to amend revenue line 4100 From Reserves from \$0 to \$74,475; supported by Ruestman; motion carried by roll call
 - (a) AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 - (b) NAYS: None
 - ii. Salemi moved to amend expenditure line 8300 Contracted Services from \$2,000 to \$47,475; supported by Ruestman; motion carried by roll call
 - (a) AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 - (b) NAYS: None
 - iii. Roof issue
 - (a) Morrison noted possible water damage to the roof was brought to her attention while HVAC work was being completed; Board suggested contacting the Library's insurance company for an inspection

VI. Unfinished Business

A. Other

- 1. No other unfinished business presented

VII. New Business

A. Draft 2021-2022 Budget

- 1. Morrison presented an initial draft of the budget
 - a. Will meet with Finance Committee to finalize draft

B. Chrome Book Policy

- 1. Circulation policy for Chromebooks library purchased with CARES Act grant money
 - a. Ruestman moved to approve the policy as presented; supported by Andretz; motion carried by roll call
 - i. AYES: Denovich, Voisin, Ruestman, Salemi, Larsen, Andretz, Bassette
 - ii. NAYS: None

C. Annual Report

- 1. Morrison presented report to Board
- 2. Morrison will send report to municipality clerks in the District to distribute to their Boards

- a. Will offer to have library admins attend meetings if desired
- D. COVID Update
 - 1. Open Hours Modification
 - a. Morrison presented plan to expand hours of operation on Monday, April 5
 - i. Hopes to have hours as close to normal as possible by July
 - 2. Board Meetings (In Person or Virtual/Time or Place)
 - a. Current guidelines that allow for virtual meetings are set to expire by April Board Meeting
 - i. April meeting will begin at 7:00pm
 - (a) Staff will update signage
- E. Other
 - 1. No other new business presented

VIII. Director's Report

- A. Updated COVID occupancy restrictions are allowing staff to plan smaller, in person programs; still limited by social distancing requirements
- B. Library has subscribed to Brainfuse, an online tutoring and homework help platform
 - 1. Board suggested avenues to promote

IX. Trustee Comments

- A. Denovich updated the Board about the DDAs grant proposal to expand WiFi in the Downtown area, and the status of other community programs and events

X. Adjournment

- A. Ruestman moved to adjourn at 6:39pm
- B. Meeting adjourned

Next Meeting: Thursday April 8, 2021 at 7:00pm

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.