



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
March 13, 2025 at 6:00pm

- I. Call to Order
  - A. Daman called the meeting to order at 6:07pm
  - B. Members present: Rebecca Daman, Chair; Kim Skorna, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Kim Kellogg; Shannon Silvernail
  - C. Members absent: Brad Jorae
  - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Consent Agenda
  - A. Approval of Minutes of February 13, 2025 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$46,886.18
  - D. Approval of Renovation Bills Paid in the Amount of \$159,792.140
  - E. Darragh moved to approve the Consent Agenda; supported by Skorna; motion carried unanimously
- III. Approval of Agenda
  - A. Darragh moved to hold public comment after the committee reports; supported by Skorna; motion approved unanimously
  - B. Darragh moved to approve the agenda as amended; supported by Skorna; motion carried unanimously
- IV. Reports
  - A. Friends of Briggs District Library
    - 1. Kellogg attended the meeting on February 27
    - 2. Bank account has been opened, group is current working on being able to accept Venmo/Cash App payments
    - 3. The book sale room is open during the library's operating hours
    - 4. Group is working on a donation letter and member application
    - 5. Next meeting is March 26
  - B. Facility Committee
    - 1. Meeting with Morrison March 14
  - C. Finance Committee
    - 1. Meeting with Morrison March 17 to look at draft of budget
  - D. Executive Committee
    - 1. Darragh moved to go to a closed session with Morrison and Harger; supported by Skorna; motion carried by roll call as follows:

- a. AYES: Silvernail, Kellogg, Larsen, Skorna, Daman, Darrah
- b. NAYS: None

Meeting went to closed session at 6:25pm

Meeting returned from closed session at 7:17pm

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

VI. Unfinished Business

A. Renovation Project

- 1. Status of final payment(s)
  - a. RD is waiting on final documentation from Wieland
  - b. Morrison can request final MEDC grant payment after all paperwork is complete and bills paid
- 2. Wieland pre-construction costs
  - a. Due to delays at the beginning of the project, Wieland completed \$38,000 in work before RD would allow the library to sign the contract
    - 1) These costs are accounted for in the Board-approved budget, but were unable to be billed through RD because the work took place before the contract was signed
  - b. Skorna moved to pay Wieland for the work completed prior to the contract being signed; supported by Darrah; motion carried unanimously
  - c. Approve renovation payment
    - 1) Darrah moved to approve the final renovation payment to Wieland; supported by Skorna; motion carried unanimously

B. Review Strategic Plan

- 1. Morrison asked for the Board's input on focus areas as we move into the millage renewal
  - a. Darrah suggested Board members think about "broadening library reach"
- 2. Morrison reported that Ethan Painter contacted the library and offered to discuss marketing
  - a. Daman asked if he would be willing to come to a Board meeting
    - 1) Morrison will follow up with Painter

C. Policy Review/Updates

- 1. Meeting Room
  - a. Morrison discussed the changes made
  - b. Board and admin discussed limiting evening/weekend hours the room would be available
  - c. Kellogg moved to approve the policy as amended; supported by Darrah; motion carried unanimously
- 2. Quiet Study Room
  - a. A line was added about being able to reserve the room online

- b. Kellogg moved to approve the policy as amended; supported by Darragh; motion carried unanimously
- 3. Fee/Fine Policy
  - a. Most of the changes are removal of fees that no longer apply
  - b. Membership Fee raises to \$60/year in new fiscal year
  - c. Kellogg moved to approve the policy as amended; supported by Silvernail; motion carried unanimously
- 4. Maker Space Policy: 1<sup>st</sup> draft
  - a. No action taken
- 5. Public Relations
  - a. Statement was added about restricting yard signs being placed on library property
  - b. Kellogg moved to approve as amended; supported by Skorna; motion carried unanimously
- 6. Rules of Conduct
  - a. Discussion of whether food and drink will be allowed in the library
    - 1) No food outside of the Meeting Room; drinks in covered containers
  - b. Kellogg moved to approve the policy as amended; supported by Silvernail; motion carried unanimously
- 7. Other
  - a. No other old business discussed

#### VII. New Business

- A. Security Quote
  - 1. Morrison presented updated quotes and options from Central Security
  - 2. Larsen moved to approve the re-installation of door panels and the addition of motion detectors; supported by Darragh; motion carried unanimously
- B. Other
  - 1. No other new business

#### VIII. Director's Report

- A. Solicit from Board topics they would like on the agenda
- B. Harger worked with Potterville

#### IX. Trustee Comments

- A. Kellogg asked about decorating the front porch and possibly moving the drop box

#### X. Adjournment

- A. Kellogg moved to adjourn; supported by Darragh
  - 1. Meeting adjourned at 9:00pm

**Next Regular Meeting: Thursday, April 10, 2025**

*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.*