Briggs District Library  
108 East Railroad Street  
St. Johns, Michigan 48879  
May 7, 2019 at 6:00pm

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

Approval of Agenda  
• Jesse suggested moving the Director's evaluation to first item under Unfinished Business; adding Roofing to Facility Committee Report  
• Ruestman moved to approve as amended; supported by Salemi; motion carried

Approval of Minutes of April 11, 2019 Regular Meeting  
• Salemi moved to approve as presented; supported by Denovich; motion carried

2019-2020 Budget Hearing  
• Ruestman moved to open Budget Hearing; supported by Salemi; motion carried by roll call as follows:  
  ○ Ayes: Jesse; Andretz; Zehr; Salemi; Ruestman; Denovich; Larsen  
• Ruestman moved to close Budget Hearing; supported by Salemi; motion carried

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

Friends Group Report  
• No report presented

Facility Committee Report:  
• Architect RFP  
  ○ Committee received 3 RFPs  
  ○ Still waiting for references from one company  
• Lights in library were replaced last week with LEDs  
• Roofing  
  ○ Costs of materials and labor are rising, recommend looking for quotes on metal and shingle roofs

Executive Committee Report  
• No report presented

Treasurer's Report  
• Revenue/Expenditure report  
  • Ruestman noted some lines are underspent; Board will make decision on addition pension payment in June  
  • Zehr moved to accept report; supported by Salemi; motion carried  
• Approve Bills Paid  
  • Motion by Andretz, seconded by Larsen, to approve bills written on checks 2216 through 2234, debits and direct deposits through May 1, 2019 inclusive, totaling $17,115.20

Unfinished Business:  
• Director Evaluation
• Executive committee met to complete evaluation
  • Jesse will meet with Morrison later this week to discuss evaluation
  • Ruestman moved to accept Executive Committee evaluation recommendations; supported by Andretz; motion carried
• 2019-2020 Budget Resolution
  • Denovich moved to approve Resolution 2019-003: RESOLUTION TO ADOPT 2019-2020 BUDGET AND CERTIFY 2019 TAX LEVY; supported by Ruestman; Resolution carried
• Other
  • No other unfinished business discussed

New Business:
• Trustees Ethics Statement
  • Zehr moved to approve as amended; supported by Andretz; motion carried
• Library Clerk Job Description
  • Salemi moved to approve as amended; supported by Ruestman; motion carried
• Other
  • No other new business discussed

Discussion Items:
• Strategic Plan
  • Staff contacting guests
  • Set time of Saturday meeting, 9:00am-4:30pm
• Other
  • No other discussion items presented

Director’s Report
• Morrison will be hiring a new library clerk; the new technology ordered is backordered; dates for the 2020 Small & Rural Library Conference are set

Trustee Comments:

Adjournment:
• Salemi moved to adjourn
• Meeting adjourned at 6:54pm

Next Regular Meeting: Thursday June 27, 2019 at 6:00pm in the library Meeting Room

Respectfully submitted,

[Signature]

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.