



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Special Meeting
May 20, 2024 at 5:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 5:02pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Kim Kellogg; Shannon Silvernail
 - C. Members absent: Brad Jorae; Renae Larsen
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Approval of Agenda
 - A. Darragh moved to approve the agenda as presented; supported by Kellogg; motion carried unanimously
- III. New Business
 - A. South Point Mall Lease
 - 1. Morrison presented the updated lease agreement
 - a. New start date of June 1, and added language allowing for month-to-month usage at the completion of the lease
 - 2. Darragh asked about the additional costs included in the lease – renter's insurance, etc.
 - a. Morrison has already been in discussion with the library's insurance provider about the additional coverages/policies the library will need during the renovation
 - 3. Darragh moved to approve the lease and associated costs with Skorna signing on behalf of the Board; supported by Kellogg; motion carried unanimously
 - B. Legal Service Agreement
 - 1. Morrison presented the document as necessary for the library to receive the federal Congressionally Directed Funds
 - a. Darragh moved to accept the document; supported by Silvernail; motion carried unanimously
 - C. Certification of Compliance Document
 - 1. Morrison presented for required signatures
 - 2. Darragh moved to approve and sign the Certification of Compliance Document; supported by Kellogg; motion carried unanimously
 - D. Policies – New and Updated
 - 1. Title VI
 - a. New Title IV Policy was presented
 - 1) Darragh moved to approve the policy; supported by Silvernail; motion carried unanimously

2. Conflict of Interest
 - a. New Conflict of Interest policy was presented
 - 1) Darragh moved to approve the policy; supported by Silvernail; motion carried unanimously

Daman arrived at 5:26pm

3. Reasonable Accommodations
 - a. ADA Reasonable Accommodations policy was presented
 - 1) Kellogg moved to approve the policy; supported by Darragh; motion carried unanimously
4. Section 504 Grievance
 - a. Rehabilitation Act of 1973 Section 504 Grievance policy presented
 - 1) Darragh moved to approve the policy; supported by Daman; motion carried unanimously
5. Bylaws
 - a. Section II was amended to include nondiscrimination language in the process of recommending appointments to the St. Johns City Commission and the St. Johns School District Board
 - 1) Daman moved to approve the bylaws as amended; supported by Darragh; motion carried unanimously
- E. Status of Storage Units
 1. Eight climate-controlled storage units have been reserved to store the library collection during renovation

IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)

- A. No public comment

V. Trustee Comments

- A. Darragh and Board members thanked Morrison for her work in updating and creating policies
- B. Kellogg shared that the Friends of Briggs District Library will be holding a meet-and-greet open house on Tuesday, May 28 from 6:30-8:00pm; anyone interested in learning more about the organization is welcome to attend

VI. Adjournment

- A. Kellogg moved to adjourn; supported by Darragh
 1. Meeting adjourned at 5:50pm

Next Regular Meeting: Thursday, June 13, 2024

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.