



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
May 8, 2025 at 6:00pm

- I. Call to Order
 - A. Daman called the meeting to order at 6:01pm
 - B. Members present: Rebecca Daman, Chair; Kim Skorna, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Kim Kellogg; Shannon Silvernail
 - C. Member Absent: Brad Jorae
 - D. Others present: Sara Morrison, Director
- II. Consent Agenda
 - A. Approval of Minutes of April 10, 2025 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$69,352.20
 - D. Skorna moved to approve the Consent Agenda; supported by Silvernail; motion carried unanimously
- III. Approval of Agenda
 - A. Kellogg moved to approve the agenda as presented; supported by Darragh; motion carried unanimously
- IV. 2025-2026 Budget Hearing
 - A. Darragh moved to open the Hearing; supported by Kellogg; motion carried unanimously
 - B. Kellogg moved to close the Hearing; supported by Darragh; motion carried unanimously
- V. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- VI. Unfinished Business
 - A. Policy Review/Updates
 - 1. Maker Space Policy
 - a. Kellogg moved to approve the Maker Space Policy as amended; supported by Skorna; motion carried unanimously
 - 2. Job Descriptions
 - a. Darragh moved to approve the Director Job Description as amended; supported by Silvernail; motion carried unanimously

- b. Darragh moved to approve the Assistant Director Job Description as amended; supported by Larsen; motion carried unanimously
- c. Kellogg moved to approve the Program Librarian Job Description as amended; supported by Darragh; motion carried unanimously
- d. Darragh moved to approve the Head of Community Outreach Job Description as amended; supported by Silvernail; motion carried unanimously
- e. Silvernail moved to approve the Library Clerk Job Description as amended; supported by Darragh; motion carried unanimously
- f. Silvernail moved to approve the Custodian Job Description; supported by Larsen; motion carried unanimously

B. Marketing

- 1. Website: No action was taken. Waiting for a second quote.
- 2. Social media strategy: Board reviewed provided handout. Would like to see staff implement handout or something similar for Library's social media posts.

C. Other

- a. Kellogg moved to create custodian position with the goal of having an individual start by July 1, 2025; supported by Darragh; motion carried unanimously

VII. New Business

A. 2025-2006 Budget Resolution

- 1. Kellogg moved to approve Resolution 2025-001: Resolution to Adopt 2025-2026 Amended Budget and Certify 2025 Tax Levy; supported by Silvernail; motion approved by roll call as follows:
 - a. AYES: Skorna; Silvernail; Larsen; Kellogg; Darragh; Daman
 - b. NAYS: None

B. Director Evaluation Process: Kellogg expressed concerns about the Director evaluation process. Executive Committee will not use one component of the process used the last two years and will make a recommendation to the Board for changing the form/process for the 2026 evaluation.

C. Other

- 1. No other new business

VIII. Reports

A. Friends of Briggs District Library

- 1. Book donations are coming in
- 2. Group will have table at market on Higham St.
- 3. June 3rd Community Band Concert will raise funds for the group
- 4. Ordered banner
- 5. Set up Sport Stop Store
- 6. Have a couple of new members
- 7. Next meeting June 2nd at 5:00pm

B. Facility Committee

1. Annual HVAC maintenance contract with William's Heating & Cooling
2. Receive quote for power washing facility. It should be done every couple of years.

C. Finance Committee

D. Executive Committee

1. Will be setting up a meeting

E. Director's Report

1. Morrison shared documents on publishing industry pricing for eBooks and audio and USPS rate increase.
2. Morrison pointed out that Smith Landscape had done work on the southeast corner of the facility. May add some plants yet this spring. Morrison stated that staff and a volunteer have been working on adding native perennials to the garden in the backyard. Considering becoming a Monarch Waystation.
3. Morrison sought clarification on staffing the meeting room after hours.

IX. Trustee Comments

A. No additional comments

X. Adjournment

A. Kellogg moved to adjourn; supported by Skorna

1. Meeting adjourned at 9:00pm

Next Regular Meeting: Thursday, June 12, 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.