Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
November 14, 2019 at 6:00pm

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

Approval of Agenda
• Andretz moved to accept the agenda as presented; supported by Campese; motion carried

Approval of Minutes of October 10, 2019 Regular Meeting
• Campese moved to approve as presented; supported by Andretz; motion carried with one abstention

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

Friends Group Report
• No report presented

Facility Committee Report: Architect update
• Morrison, Harger, and Bob Jesse met with Ron Cieslak on November 8
  o Morrison presented Cieslak’s two draft plans for building renovation to Board
• A furnace is being repaired
• Bullnose on porch has been fixed
• Downspout east of front porch has been reattached
• Library has been experiencing Internet issues as of late – Daystarr ran new line to firewall; new firewall has been ordered

Executive Committee Report
• No report presented

Treasurer’s Report
• Revenue/Expenditure report
  o Spending and revenue totals are on target
    • Zehr moved to accept report; supported by Ruestman; motion carried
• Approve Bills Paid
  o Motion by Andretz, seconded by Zehr to approve bills written on checks 2435 through 2481, debits and direct deposits through November 14, 2019, inclusive, totaling $147,518.40; motion carried
• Budget Adjustments
- Andretz moved to amend revenue line 4100 From Reserves from $2,815 to $97,815; supported by Ruestman; motion carried
- Zehr moved to amend revenue line 4040 From Reserves from $1,000 to $2,212; supported by Andretz; motion carried
- Camplese moved to amend expenditure line 7080 Retirement: Defined Benefit from $39,000 to $36,211; supported by Ruestman; motion carried
- Larsen moved to amend expenditure line 7095 Pension Liability from $10,000 to $100,000; supported by Camplese; motion carried

Unfinished Business
- Policy Review
  - Mission Statement
    - Morrison presented different versions for Board approval
    - Board will review for December meeting
  - Goals & Objectives
    - Morrison presented options for Board to set priorities
    - Board will review for December meeting
  - Library Board Orientation
    - Morrison presented updated policy
    - Andretz moved to approve as amended; supported by Ruestman; motion carried
- Other
  - No other unfinished business discussed

New Business
- Marketing Opportunity: Digital Signs
  - Denovich presented information about sign being considered by several downtown entities
    - Board expressed interested depending on cost and other factors
- Blue Cross Blue Shield Renewal for 2020
  - Morrison presented current options from Blue Cross; more quotes are incoming
    - Ruestman moved to allow Morrison select plan that closely matches the current plan benefits and cost; supported by Zehr; motion carried
- Change of December meeting date
  - Meeting will be held Tuesday, December 17 or Thursday, December 19, depending on availability of auditor
- Other
  - No other new business discussed

Discussion Items
- Update on Upcoming Staff Changes
  - Morrison and Harger conducted interviews to replace a retiring employee and fill a new position
    - Erin Faivor was promoted to be the Programming Librarian and Elizabeth Janetzke was promoted to fill the new Outreach/Community Engagement Librarian position
- Other
  - No other discussion items presented
Director's Report
  • Program honoring Marie Geller's years of service was November 8
  • Staff is updating the library website

Trustee Comments
  • No Trustee comments

Adjournment
  • Ruestman moved to adjourn
  • Meeting adjourned at 7:40pm

Next Regular Meeting: Tuesday, November 17 OR Thursday, December 19

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.