I. Call to Order
   A. Skorna called the meeting to order at 6:00pm
   B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Kendel Darragh, Trustee; Brad Jorae, Trustee; Kim Kellogg, Trustee
   C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

II. Consent Agenda
   A. Approval of Minutes of the October 25, 2023 Regular Meeting
   B. Approval of Revenue/Expenditure Report
   C. Approval of Bills Paid in the Amount of $107,062.26
   D. Materials Selection Policy
   E. Programming Policy
   F. Gift Policy
   G. Ruestman moved to approve the Consent Agenda as presented; supported by Daman; motion carried unanimously

III. Approval of Agenda
   A. Daman moved to approve the agenda as presented; supported by Kellogg; motion carried unanimously

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

Jorae arrived at 6:05pm

V. Reports
   A. Fundraising Committee
      1. Auction Update
         a. Daman reported $4885 was raised, and feels the event helped raise community awareness of the project
         b. Daman noted the library will have access to the auction software until June, and can hold more auction events
            1) Discussion of a possible pie auction, with donations from local businesses
            2) Committee will meet to write thank you notes and discuss possible events to continue fundraising
c. Darragh asked about the amount of staff time invested in the auction
   1) Members discussed steps the Board can take to alleviate the extra work
      that fell on staff
2. Fab Five Fundraiser
   a. Sara Beauchamp-Hicks has been in contact with staff about a possible on-
      going fundraiser
      1) Library related items will be on sale through her website, with the
         library receiving 25% of proceeds
3. Bake Sale
   a. Saturday, December 9 from 10:00-3:00
      1) Items can be dropped off at the library Friday, December 8
4. Funds Needed for Renovation Project
   a. Morrison reported the library still needs $35,000 to match the $550,000
      RAP 2.0 grant, and $100,000 cover the estimate on furnishings
B. Facility Committee
   1. Delau performed annual inspection of fire extinguishers
   2. Gutters were cleaned on October 10
C. Executive Committee
   1. No report given

VI. Unfinished Business
A. Strategic Plan
   1. Morrison presented suggestions gathered from staff

VII. New Business
A. Friends Group
   1. Harger and Kellogg attended the meeting November 2
      a. Group is working on bylaws with Kelly Schafer acting as an adviser
B. Draft RFP for Technology Services
   1. Morrison presented the draft
   2. Ruestman suggested adding a list of current equipment
   3. Darragh recommended sending the RFP to The Library Network
   4. Jorae moved to approve and publish the RFP; supported by Larsen; motion
      carried unanimously
C. 2024 Board Officer & Committee Elections
   1. Morrison noted that elections and committee assignments will take place at
      the Board’s next meeting in January
      a. Also noted that with Ruestman stepping down at the end of her term,
         Board will need to elect a new Treasurer
D. Board Training in 2024: Ideas/Topics
   1. Morrison asked if Members had any interests for annual training
      a. Members suggested Open Meetings Act, Robert’s Rules, current issues
         facing libraries, grant writing
E. Discussion of 2024 Board Meeting Dates and Times
1. Morrison presented a draft of the schedule following current date and time

VIII. Director’s Report
A. The library received a $5,000 grant from the St. Johns Area Community Fund
B. Morrison will submit the paperwork for the $65,000 Impact Grant in December
C. A few library supporters met about restarting a Friends group
   1. They are searching for more members to form a Friends Group Board to begin
      the incorporation process

IX. Trustee Comments
A. Ruestman thanked her fellow Members; her confidence in the Board and their
   leadership makes it easier for her to step down
B. Morrison stated that the library would not have been able to form a district or
   pass a millage without Ruestman’s leadership
C. Members thanked Ruestman for her time and efforts on the Board

X. Adjournment
A. Darragh moved to adjourn; supported by Daman
   1. Meeting adjourned at 7:39pm

Next Regular Meeting: Thursday, January 11, 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.