



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
November 16, 2023 at 6:00pm

- 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 being 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.