



108 East Railroad Street  
St. Johns, Michigan 48879  
Minutes for Regular Meeting  
November 13, 2024 at 6:00pm

- I. Call to Order
  - A. Skorna called the meeting to order at 6:02pm
  - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Kim Kellogg; Shannon Silvernail
  - C. Members absent: Brad Jorae
  - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director; Darice Duckworth, Friends of Briggs District Library
- II. Consent Agenda
  - A. Approval of Minutes of the October 10, 2024 Regular Meeting
  - B. Approval of Revenue/Expenditure Report
  - C. Approval of Bills Paid in the Amount of \$69,228.60
  - D. Approval of Renovation Bills Paid in the Amount of \$224,288.17
  - E. Larsen moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously
- III. Approval of Agenda
  - A. Darragh moved to approve the agenda as presented; supported by Daman; motion carried unanimously
- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
  - A. No public comment
- V. Reports
  - A. Facility Committee
    1. No report
  - B. Executive Committee
    1. No report
  - C. Friends of Briggs District Library
    1. Kellogg introduced Darice Duckworth, interim President
    2. Articles of Incorporation have been approved and returned
      - a. Working on completing paperwork to become 501(c)(3) nonprofit organization
    3. Asked Board what kinds of programs/events/collections they would like to see the Friends support

- a. Morrison will raise the question at admin and staff meetings next week to get staff input

## VI. Unfinished Business

### A. Renovation Project

- 1. Review of Expenditures to Date
  - a. Refrigerators were purchased from Kurt's Appliance
  - b. Morrison and Harger met with Potterville and ordered tech equipment
  - c. Public furniture has been chosen, still waiting for finishes for office furniture
- 2. Update on Progress
  - a. Still on track to finish mid-January

### B. Personnel Manual Changes

- 1. Spreadsheet
  - a. Morrison met with Darragh and Silvernail to discuss changes required by changes in State law
    - 1) Part-time staff will earn 1 hour of PTO and 1 hour of Sick Time for every 30 hours worked
      - (a) More than what will be required by new law
    - 2) Full-time staff will not be able to use more than 160 hours in a calendar year
      - (a) 160 hours is the current cap
      - (b) After 160 hours staff are eligible for long-term disability
    - 3) Part-time staff will not be able to use more than 80 hours in a calendar year
- 2. Draft Sent to Attorney for Review
  - a. Expect to have change for Board approval at December meeting

## VII. New Business

### A. 2025 Closure Schedule

- 1. Daman moved to approve the Closure Schedule; supported by Darragh; motion carried unanimously
- 2. MCD Addendum 2
  - a. Covers work that has been completed, but was not a part of Addendum 1
  - b. Includes contingency though architect believes the project is far enough along that it will not be necessary

## VIII. Director's Report

- A. Morrison, Harger, and Darragh attended MLA Annual Conference
  - 1. Next year's conference will be in Lansing
- B. Morrison will be attending Think Space in December
- C. Invited Members to tour facility after meeting

## IX. Trustee Comments

- A. Darragh wanted to thank community partners that have allowed library staff to hold programs in their spaces; provided short report on township and school board meetings she has attended; mentioned a useful session she attended at MLA and suggested a future training opportunity for the Board
- X. Adjournment
  - A. Daman moved to adjourn; supported by Darragh
    - 1. Meeting adjourned at 7:16pm

Next Regular Meeting: Thursday, December 12, 2024, at the St. Johns Depot, 107 E Railroad Street, St. Johns

*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.*