

Briggs District Library
108 East Railroad Street
St. Johns, Michigan 48879
October 8, 2020 at 6:00pm

- I. Call to Order
 - A. Meeting called to order at 6:02
 - B. Members present: Jason Denovich, Chair; Rob Andretz, Vice Chair; Jean Ruestman, Treasurer; Chris Zehr, Secretary; Renae Larsen, Trustee; Leslie Salemi, Trustee
 - C. Members absent: Sharon Bassette
 - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
 - E. Compliance with the State's social distancing guidelines required the Board to hold this meeting at the St. Johns Rotary Park, 107 E. Railroad Street

- II. Approval of Agenda
 - A. Salemi moved to approve as presented; supported by Andretz; motion carried

- III. Approval of Minutes of September 10, 2020 Regular Meeting
 - A. Andretz moved to approve as presented; supported by Zehr; motion carried

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

- V. Reports
 - A. Friends Group Report
 1. No report presented
 - B. Facility Committee Report
 1. No report presented
 - C. Executive Committee Report
 1. No report presented
 - D. Treasurer's Report
 1. Revenue/Expenditure report
 - a. Salemi moved to accept report; supported by Andretz; motion carried
 2. Approve Bills Paid
 - a. Motion by Salemi, seconded by Andretz to approve bills written on checks 2775 through 2799, debits and direct deposits through October 9, 2020 inclusive, totaling \$41,885.85; motion carried

- VI. Unfinished Business
 - A. Expiring Board Term update
 1. Terrilynn Voison's nomination was addressed by the SJPS Board at their last meeting
 - a. Final vote is on the agenda for their next meeting

- B. Fundraising Plan
 - 1. Morrison presented the Board with information on ways to structure a capital campaign
- C. Other
 - 1. No other unfinished business discussed
- VII. New Business
 - A. COVID-19 – Masks, hours, occupancy, Board Meetings.
 - 1. Morrison presented information regarding changes to the governor’s executive orders and new orders by the MDHHS
 - a. Salemi moved to amend the Reopening Policy to indicate the library would follow city, county, and MDHHS guidelines in addition to executive orders presented by the governor; supported by Zehr; motion carried
 - 2. Board changed November meeting start time to 7:00pm
 - B. Potential Facility Maintenance Projects
 - 1. Draft RFP for roof
 - 2. Draft RFI for HVAC
 - a. Morrison presented drafts to Board
 - b. Board suggested several companies to submit proposals to
 - C. 2021 Closure Schedule
 - 1. Morrison presented schedule
 - 2. Board discussed benefits of being open on Good Friday and December 27
 - a. Salemi moved to approve the schedule as amended; supported by Larsen; motion carried
 - D. Other
 - 1. No other new business presented
- VIII. Director’s Report
 - A. Mango use is up
- IX. Trustee Comments
 - A. No additional comments
- X. Adjournment
 - A. Salemi moved to adjourn
 - B. Meeting adjourned at 6:58pm

Next Regular Meeting: Thursday November 12, 2020 at 6:00pm

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.