



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
October 13, 2022 at 6:00pm

- I. Call to Order
 - A. Skorna called the Meeting to order at 6:00 pm
 - B. Members present: Kimberly Skorna, Chair; Sharon Bassette, Vice Chair; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Rebecca Daman, Trustee; Eric Verlinde, Trustee
 - C. Members absent: Brad Jorae
 - D. Staff present: Sara Morrison, Director; Brett Harger, Assistant Director
- II. Oath of Office
 - A. Harger administered the Oath of Office to Daman
- III. Approval of Agenda
 - A. Bassette moved to approve the agenda as presented; supported by Verlinde; motion carried unanimously
- IV. Approval of Minutes of the September 8, 2022 Regular Meeting
 - A. Ruestman moved to approve the Minutes as presented; supported by Bassette; motion carried with an abstention from Daman
- V. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. No public comment
- VI. Reports
 - A. Facility Committee
 1. Larsen reported the Committee met with Morrison and will be creating an Asset Management Plan
 2. Morrison informed the Board the work on the staff parking lot was completed last week
 - B. Executive Committee
 1. No report presented
 - C. Fundraising Committee
 1. No report presented
 - D. Treasurer's Report
 1. Ruestman reported revenue and expenditure levels are at expected levels for this point of the year, except for higher than expected State Aid and penal fine totals
 - a. Morrison stated these payments come after the library's fiscal year closes on June 30, but before the State's fiscal year closes on September 30, and should be included with the fiscal year that ended June 30, 2022
 - i. Morrison will have the St. Johns Business & Tax make the appropriate changes
 - b. Larsen moved to accept the Treasurer's Report as presented; supported by Bassette; motion carried unanimously

2. Motion by Verlinde, seconded by Bassette, to approve bills written on checks 3533 through 3563, debits, and direct deposits, through October 13, 2022 inclusive, totaling \$60,812.57; motion carried unanimously
3. Budget Adjustments
 - a. Budget adjustments were requested because the library received memorial gifts that were not able to be spent before the COVID closures, and because funds for the staff parking lot project were allocated in the 2021-2022 budget, but the project was not able to be completed in that fiscal year
 - i. Bassette moved to amend revenue line From Reserves from \$0.00 to \$14,295; to amend expenditure line Exterior Maintenance from \$3,000 to \$16,630; and to amend expenditure line Designated General Donations from \$2,700 to \$3,365; supported by Ruestman; motion carried unanimously

VII. Unfinished Business

A. Expiring Board Terms

1. Daman moved to recommend to the City of St. Johns City Commission that they reappoint Brad Jorae of St. Johns to a four-year term expiring December 31, 2026; supported by Bassette; motion carried unanimously
2. Daman moved to recommend to the St. Johns Public School Board of Education that they reappoint Renae Larsen of Greenbush Township to a four-year term expiring December 31, 2026; supported by Ruestman; motion carried unanimously

B. Policy Review/Updates

1. Morrison presented policies with the changes suggested at the September Meeting
 - a. Materials Selection
 - i. Ruestman moved to adopt the policy as revised; supported by Daman; motion carried unanimously
 - b. Programming
 - i. Ruestman moved to adopt the policy as revised; supported by Bassette; motion carried unanimously
 - c. Equal Access to Materials
 - i. Verlinde moved to adopt the policy as revised; supported by Larsen; motion carried unanimously

C. Strategic Plan: Reviewing/Updating Sections

1. Capital Maintenance & Modern Facility Updates
 - a. Morrison presented the updated section that included the notes Trustees made at previous meetings
2. Technology
 - a. Section was presented for Trustee notes
 - i. Members suggested removing the goal of building a computer lab
 - ii. Members suggested creating a Tech Assessment Plan as part of the Asset Management Plan

D. Building Renovation

1. Morrison has applied for additional grants
2. Fundraising Committee will meet to discuss future events
 - a. Daman will join Committee

E. Other

1. No other unfinished business discussed

New Business

A. MERS Surplus Fund

1. The library's surplus fund was not transferred when the library took control of its MERS account
 - a. Morrison presented paperwork to transfer the Surplus Fund to the library's account
2. Ruestman moved to approve the First Amendment to the Joint Transfer Agreement Between Briggs District Library, City of St Johns, and Municipal Employees' Retirement System of Michigan; supported by Larsen; motion carried unanimously

B. 2023 Health Care Plan

1. Morrison presented details of the plan
 - a. Coverage remained the same
 - b. Cost rose 11.5%
 - i. Costs are within the amount budgeted
2. Ruestman moved to approve the plan; supported by Verlinde; motion carried unanimously

C. Other

1. No other new business discussed

II. Director's Report

- A. Morrison noted attendance at the library and at library programs continues to rise
- B. Morrison has been preparing for the auditor's visit on November 15
 1. Audit presentation to the Board will be at the January 2023 Meeting
- C. Morrison presented an email conversation between Harger and a patron concerned about library programs and materials
- D. Morrison and Harger are attending the Michigan Library Association Annual Conference next week

III. Trustee Comments

- A. No additional comments

IV. Adjournment

- A. Verlinde moved to adjourn
 1. Meeting adjourned at 7:32pm

Next Regular Meeting: Thursday November 10, 2022

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.