



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
October 25, 2023 at 6:00pm

- I. Call to Order
 - A. Skorna called the meeting to order at 6:03pm
 - B. Members present: Kim Skorna, Chair; Rebecca Daman, Vice Chair; Jean Ruestman, Treasurer; Kendel Darragh, Trustee; Kim Keys-Kellogg, Trustee
 - C. Members absent: Renae Larsen, Secretary; Brad Jorae, Trustee
 - D. Others present: Sara Morrison, Director

- II. Consent Agenda
 - A. Approval of Minutes of the September 14, 2023 Regular Meeting
 - D. Approval of By-laws
 - E. Approval of Public Comment(s) at Library Board Meeting Policy
 - F. Approval of 2024 Closure Schedule

Ruestman moved to approve the Consent Agenda as presented with the deletion of items b and c; supported by Keys-Kellogg; motion carried unanimously

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

- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. Shannon Silvernail introduced herself and spoke about her desire to serve on the Library Board.

- V. Reports
 - A. Facility Committee
 1. Presley Gutters cleaned gutters
 2. Williams Heating and Cooling services the furnaces
 3. Update was given on sewer and bathrooms issues and current status
 - B. Executive Committee
 1. Daman reported on the process and documents committee would like to follow for Director evaluations in the future. Documents will be sent out to fellow Board members with Nov. Board packet.
 - C. Fundraising Committee
 1. Silent Auction: Donations & Promotion

- a. Morrison shared update on funds acquired through RAP 2.0 grant and SJACF grant. Informed Board of the \$43,000 need to make the match for the RAP 2.0 grant.
- b. Group discussed status of upcoming fundraiser: items acquired, items promised, promotion of auction and reception, reception logistics.

VI. Unfinished Business

A. Expiring Board Terms

1. Board discussed the four applications they received for the City Commission appointed position. They expressed that it was wonderful to have four qualified applicants to choose from.
2. Daman move to recommend to the St. Johns City Commission that they appoint Shannon Silvernail residing at 801 E. Cass St, St. Johns MI., to a four-year term on the Briggs District Library Board expiring December 31, 2027; support by Keys-Kellogg; motion carried unanimously.

B. Policy

1. Personnel Manual
 - a. Review: Files, Volunteers, Job Descriptions, Wage Scale & Step Criteria
 - 1) Darragh moved to approve Personnel Files, Volunteer Policy, Job Descriptions, Wage Scale & Step Criteria with suggested changes and the \$3.00 scale for the Library Clerk Position; supported by Daman; motion carried unanimously

C. Strategic Plan: Library Awareness

1. Discussed need for marketing plan, possibly seeking assistance from a marketing student at a local college, presenting at local community organizations. Darragh gave Boards members handout detailing Clinton County Township meeting times and phone numbers

VII. New Business

1. 2024 Health Care Plan
 - a. Morrison briefly discussed various options, increased costs for 2024 and funds included in library budget for health care.
 - b. Ruestman moved to continue with the health care plan the library is currently on for 2024, (BCN Gold Option 2, Blue Vision 12/12/12/ \$5/\$10, Blue Dental PPO 80/50/50 800SG) and exercise the exemption option in 2011 Public Act 152; supported by Keys-Kellogg; motion carried unanimously.
2. Other

Morrison and Board discussed RFP process for facility renovation project. It was determined that Morrison will contact Merit Ceslak Design to request assistance is drafting the RFP with the goal of having the document for the January 11, 2024 Board meeting.

VIII. Director's Report

1. Reported that the group interested in starting a Friends Group will be meeting on Nov. 2nd to elect officers and start on their by-laws.

2. Board was pleased with increase in stats with the exception of Transparent Language and Brainfuse. Discussion occurred on why that may be occurring, how to solicit information from the public and promote increased usage of those two services.

IX. Trustee Comments

1. No comments

X. Adjournment

A. Ruestman moved to adjourn; supported by Keys-Kellogg

1. Meeting adjourned at 8:17pm

Next Regular Meeting: Thursday, November 16, 2023

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.