



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
October 10, 2024 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; Kendel Darragh, Treasurer; Renae Larsen, Secretary; Brad Jorae; Kim Kellogg; Shannon Silvernail
 - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director; David Link, Friends of Briggs District Library

- II. Consent Agenda
 - A. Approval of Minutes of the September 12, 2024 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$45,283.14
 - D. Approval of Renovation Bills Paid in the Amount of \$100,709.13
 - E. Daman moved to approve the Consent Agenda; supported by Darragh; motion carried unanimously

- III. Approval of Agenda
 - A. Jorae 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. Articles of Incorporation have been filed
 2. Group will be participating in downtown trick-or-treating
 3. Link is stepping down as president and will be replaced on an interim basis by Darice Duckworth

- VI. Unfinished Business
 - A. Renovation Project
 1. MCD Addendum 2

- a. Morrison is waiting to receive the addendum from MCD
- B. Review of Expenditures to Date
 - 1. Morrison presented the expenditures from the previous month and stated Rural Development authorized payment of the first round of invoices
- C. Items Needing Board Authorization
 - 1. No items currently needing Board authorization

VII. New Business

- A. Health Care Package for 2025
 - 1. Morrison presented quotes from the library's insurance agent
 - a. Jorae moved to select the BCN Blue Elect Plus POS Gold Option 2 plan; supported by Larsen; motion carried unanimously
 - 2. Personnel Manual Changes (Sick Leave)
 - a. Board discussed changes needed to bring policies inline with new state law
 - 1) Remove cap on accruing sick time for full-time employees
 - (a) Set usage cap of 160 hours per calendar year
 - 2) Add separate sick time bank for part-time employees
 - b. Morrison will send changes to library attorney for review

VIII. Director's Report

- A. Morrison invited Board members to tour library renovations after the Meeting

IX. Trustee Comments

- A. No additional comments

X. Adjournment

- A. Daman moved to adjourn; supported by Kellogg
 - 1. Meeting adjourned at 7:30pm

Next Regular Meeting: Wednesday, November 13, 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.