



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
September 14, 2023 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; Jean Ruestman, Treasurer; Renae Larsen, Secretary; Kendel Darragh, Trustee; Brad Jorae, Trustee; Kim Keys-Kellogg, Trustee
 - C. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

- II. Consent Agenda
 - A. Approval of Minutes of the August 10, 2023 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$45,113.92
 - D. Ruestman moved to approve the Consent Agenda as presented; supported by Larsen; motion carried unanimously

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

- IV. Limited Public Comment (Please limit your comments to three (3) minutes in duration)
 - A. Sophie Jorae spoke about how much she enjoys the library

- V. Reports
 - A. Facility Committee
 1. Gutters were checked for fall
 2. New cleaning crew started at the beginning of the month
 - B. Executive Committee
 1. None
 - C. Fundraising Committee
 1. Silent Auction: Donations & Promotion
 - a. Morrison shared a flyer for the event
 - b. Daman shared the donor spreadsheet with the Board and requested the help of the other Trustees in soliciting donations

- VI. Unfinished Business
 - A. Policy
 1. Personnel Manual
 - a. Review: Employment Guidelines (second half)

- 1) Members reviewed notes from the library attorney
- 2) Keys-Kellogg moved to approve the updated Employment Guidelines; supported by Daman; motion carried unanimously
- b. Review: Benefits
 - 1) Morrison presented administration's suggestions
 - 2) Jorae suggested adding Juneteenth to the closure schedule since it has been recognized as a state and federal holiday
 - 3) Keys-Kellogg recommended changing the name from Funeral Leave to Bereavement
 - 4) Members suggested adding step- and in-laws to list of family members covered by the policy
 - 5) Members suggested edits to the Jury Duty and Witness Duty sections
 - 6) Ruestman moved to approve the Benefits section with the amendments; supported by Larsen; motion carried unanimously
2. By-Laws: Articles VIII, IX, X
 - a. Morrison sent Article VII, Section 8 to the library attorney for review, and is awaiting her response
 - b. Board made no changes to Articles VIII, IX, or X
- B. Strategic Plan: Library Awareness
 1. No action was taken

VII. New Business

- A. Expiring Board Terms
 1. Keys-Kellogg submitted her name for reappointment
 - a. Larsen moved to recommend to the St. Johns Public School Board of Education that they reappoint Kim Keys-Kellogg of Greenbush Township to a four-year term expiring December 31, 2027; supported by Darragh; motion carried with an abstention by Keys-Kellogg
 2. Ruestman declined reappointment at this time
 - a. Staff will advertise the open position so the Board can make a recommendation following their October meeting

VIII. Director's Report

- A. There has been a change in how the library's website usage statistics are gathered
- B. Morrison had a meeting about installing security cameras on library property and shared that info
- C. A few library supporters met about restarting a Friends group
 1. They are searching for more members to form a Friends Group Board to being the incorporation process

IX. Trustee Comments

- A. Larsen is pleased with the rise in usage statistics
- B. Members made changes to the meeting dates for October and November

1. October 25 at 6:00pm and November 16 at 6:00pm

X. Adjournment

A. Ruestman moved to adjourn; supported by Darragh

1. Meeting adjourned at 8:03pm

Next Regular Meeting: Thursday, October 25, 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.