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.