



108 East Railroad Street
St. Johns, Michigan 48879
Minutes for Regular Meeting
September 12, 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; Kim Kellogg; Shannon Silvernail
 - C. Members absent: Brad Jorae
 - D. Others present: Sara Morrison, Director; Brett Harger, Assistant Director

- II. Consent Agenda
 - A. Approval of Minutes of the August 8, 2024 Regular Meeting
 - B. Approval of Revenue/Expenditure Report
 - C. Approval of Bills Paid in the Amount of \$34,891.86
 - D. Approval of Renovation Bills Paid in the Amount of \$65,786.04
 - E. Larsen moved to approve the Consent Agenda; supported by Kellogg; motion carried unanimously

- III. Approval of Agenda
 - A. Darragh 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
 - a. No report
 - B. Executive Committee
 1. No report
 - C. Friends of Briggs District Library
 1. Kellogg will contact group re: participation in downtown trick-or-treating
 2. Morrison reported that the group's Articles of Incorporation have been completed
 3. Kellogg will inquire about next meeting dates and progress toward receiving 501(c)(3) status

- VI. Unfinished Business
 - A. Renovation Project

1. Resolution to Approve: Administrative Approval of Contractor Progress Payment Requests for USDA RA Funds
 - a. Kellogg moved to approve Resolution 2024-004: Resolution to Approve Administrative Approval of Contractor Progress Payment Requests for USDA RA Funds; supported by Darragh; motion approved by roll call as follows:
 - 1) AYES: Darragh, Skorna, Larsen, Daman, Kellogg, Silvernail
 - 2) NAYS: None
- B. Review of Expenditures to Date
 1. Morrison presented a spreadsheet of expenditures dating back to January
- C. Expenditures Needing Approval
 1. Renovation project alternates
 - a. New light fixtures, additional bike racks, and the demolition of sound panels
 - 1) Sound panels have an additional cost because the crew will try to protect the drywall
 - 2) Daman moved to approve the three expenditures if their costs can be covered with renovation funds; supported by Silvernail; motion carried unanimously
- D. Upcoming Board Meetings
 1. Location during renovation
 - a. The library will no longer be accessible to the public
 - b. Kellogg moved to hold the meetings at the Depot; supported by Larsen; motion carried unanimously
 2. November meeting date and/or time
 - a. Multiple members have conflict
 - b. Meeting will be held Wednesday, November 13 at 6:00pm
 3. December meeting
 - a. Meeting will be added to calendar for Thursday, December 12 at 6:00pm
- E. Southpoint Mall Extension
 1. Current lease expires November 30 with option to rent month-to-month after
 2. Daman moved to authorized rental of the temporary space for December and January; supported by Darragh; motion carried unanimously

VII. New Business

- A. Expiring Board Term
 1. Daman submitted her name for reappointment
 - a. Larsen moved to recommend to the St. Johns Public School Board of Education that they reappoint Rebecca Daman of Bingham Township to a four-year term expiring December 31, 2028; supported by Darragh; motion carried with an abstention by Daman

VIII. Director's Report

A. Morrison presented stats from the last few months and the year-end stats from fiscal year 2023-2024

IX. Trustee Comments

A. No additional comments

X. Adjournment

A. Darragh moved to adjourn; supported by Daman

1. Meeting adjourned at 7:36pm

Next Regular Meeting: Thursday, October 11, 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.