



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.*