

MANISTEE COUNTY LIBRARY
MEETING MINUTES
MAY 25, 2010 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, May 25, 2010, in the Library's Upper Level Meeting Room. President Rogers called the meeting to order at 4:30 p.m. and Mr. Kowalski lead the group in the Pledge of Allegiance.

Present: Steven Rogers, Pamela Paige, John Faher, Joseph Kimball, and Linda Diesing (4:40 – 5:35 p.m.),

Others: David Richards, Kalcher, Vanderwal & Torrey; Ervin Kowalski; Andrea Cosier, Head of Youth Services; and Helen Grabowski, Recording Secretary

Minutes

Motion by Faher, supported by Paige, to approve the minutes of the April 27, 2010, regular meeting as presented. All voting in favor. Motion carried.

Public Comment

No public comment.

Correspondence

No correspondence presented.

Financials

David Richards report to the Board on the Financial Reports ending April 30, 2010, included:

- Revenue from penal fines is ahead of budget projection for this time in the fiscal year.
- The Library should receive a check for delinquent property taxes the end of June.
- Approximately 80% of the Library's revenue has been received as of the end of April.
- Some line items are over budget, but will be corrected with budget amendments.
- Health Insurance is at 91.4% of budget, which is due to HRA catch-up for 2007-08, 2008-09, and 2009-10.
- Capital Improvement Account has a balance of \$16,029.28. With the addition of 2010-11 funds, the Board could then consider replacing the van next year.
- Expense line items vary as to the percentage of the budget spent on the different categories, but at this time there is no reason for concern as it varies as to how things are ordered.

Motion by Kimball, supported by Paige, to accept as presented the Financial Reports as of April 30, 2010. All voting in favor. Motion carried.

Reduction in Property Tax Evaluation - Previously, it was anticipated that property tax revenue would decrease significantly due to lower property assessments. From the information Mr. Richards received from the County, the taxable value decreased by .41 percent, which is significantly less than originally thought. It is estimated the decrease in revenue for the Library will be between \$6,000.00 and \$8,000.00 for the next fiscal year. The Library will get the full mill as approved by the voters as it will not be affect by the Headlee Amendment.

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Fiscal Year 2009 – 2010 Budget Mid-Year Adjustments - The Board received a revised budget for the current fiscal year, suggested budget amendments, and an explanation of the revisions to review. Mr. Richards once again reminded the Board that they should stride to maintain a Fund Balance of \$400,000.00 to cover expenses until next January when property revenue is received. With the suggested amendments, the budget will be balanced and should cover the anticipated expenditures for the balance of the fiscal year.

Motion by Kimball, supported by Faher, to accept the following budget amendments as recommended by Mr. Richards that will increase income by \$60,848.00 and increase expenditures by \$60,648.00. Furthermore, that \$54,073.00 be transferred from the Undesignated Fund Balance into the FY 2009 – 2010 Budget to cover the Health Reimbursement Account costs billed by Manistee County for 2007-08, 2008-09, and 2009-10 in the first quarter of the fiscal year.

Income:

- increase 655.01 Penal Fines from \$255,000.00 to \$270,000.00 (+ \$15,000.00)
- increase 675.01 Funds for Investments from \$1,500.00 to \$2,200.00 (+ \$700.00)
- decrease 675.02 Designated Gifts from \$9,000.00 to \$4,000.00 (- \$5,000.00)
- increase 699.90 Allocated Fund Balance from \$0 to \$54,073.00 (+ \$54,073.00)
- increase 642.03 Sales – Used from \$100.00 to \$200.00 (+ \$100.00)
- increase 626.02 Postage Received from \$0 to \$175.00 (+ \$175.00)
- increase 626.05 Fax Services from \$1,400.00 to \$3,200.00 (+ \$1,800.00)
- decrease 431.00 Payment in Lieu of Taxes from \$30,000.00 to \$24,000.00 (- \$6,000.00)

Expenses:

- increase 770.01 Audio Books – Adult from \$13,570.00 to \$17,000.00 (+ \$3,430.00)
- increase 770.02 Audio Books – Youth from \$150.00 to \$1,500.00 (+ \$1,350.00)
- increase 770.03 Audio Books - Juvenile from \$4,570.00 to \$5,000.00 (+ 430.00)
- increase 770.04 Videos – Adult from \$13,250.00 to \$17,000.00 (+ \$3,750.00)
- increase 770.06 Videos – Juvenile from \$3,320.00 to \$6,320.00 (+ \$3,000.00)
- increase 770.07 Microfilm from \$400.00 to \$600.00 (+ \$200.00)
- increase 770.08 CDs - Adult from \$2,290.00 to \$3,000.00 (+ \$710.00)
- increase 770.17 Playaways – Adult from \$6,125.00 to \$6,500.00 (+ \$375.00)
- increase 770.18 Playaways – Juvenile from \$3,060.00 to \$4,060.00 (+ \$1,000.00)
- increase 750.07 Books – Professional Collection from \$600.00 to \$1,200.00 (+ \$600.00)
- increase 740.23 Bear Lake Expenses from \$4,000.00 to \$6,000.00 (+ \$2,000.00)
- increase 930.01 Elevator Contract from \$5,250.00 to \$5,425.00 (+ \$175.00)
- decrease 930.03 Snow Removal from \$1,800.00 to \$1,000.00 (- \$800.00)
- increase 930.10 HVAC System from \$2,500.00 to \$4,500.00 (+ \$2,000.00)
- decrease 967.11 HVAC System (Capital) from \$5,000.00 to \$0. (- \$5,000.00)
- decrease 970.10 Building Exterior Maintenance from \$56,000.00 to \$36,000.00 (- \$20,000.00)
- increase 970.13 Parking Lot Repair from \$9,000.00 to \$14,000.00 (+ \$5,000.00)
- increase 970.15 388 First Street Expense from \$3,000.00 to \$3,500.00 (+ \$500.00)
- increase 790.03 Hardware from \$12,000.00 to \$16,000.00 (+ \$4,000.00)
- increase 790.10 Web Services from \$500.00 to \$750.00 (+ \$250.00)
- increase 800.06 Professional Fee/Services from \$4,000.00 to \$9,000.00 (+ \$5,000.00)
- increase 801.01 Accounting Services from \$16,000.00 to \$18,000.00 (+ \$2,000.00)
- decrease 812.00 MEL Delivery from \$1,100.00 to \$0 (- \$1,200.00)
- decrease 814.00 Bank Charges from \$250.00 to \$175.00 (- \$75.00)

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Financials

Budget Amendments - Expenses (continued)

- increase 955.01 Patron/ILL Costs from \$125.00 to \$200.00 (+ \$75.00)
- increase 702.00 Salaries from \$120,521.89 to \$121,799.89 (+ \$1,278.00)
- increase 703.00 Wages – Staff from \$478,406.58 to \$486,406.58 (+ \$8,000.00)
- decrease 703.50 Temp Position/Upgrade Costs from \$8,600.00 to \$258.00 (- \$8,342.00)
- increase 704.00 Wages – Pages from \$11,310.00 to \$11,652.00 (+ \$342.00)
- increase 716.02 Health Insurance from \$114,048.00 to \$166,048.00 (+ \$52,000.00)
- increase 880.02 Young Adult Programs from \$500.00 to \$1,100.00 (+ \$600.00)
- decrease 760.10 Online Subscriptions \$6,000.00 to \$4,000.00 (- \$2,000.00)

Roll call: Kimball - yes, Faher – yes, Paige – yes, Diesing – yes, Rogers – yes. Motion carried.

Executive Director's Report

The only update to the Director's Report was that Ms. Cosier would be finishing with visits to the area schools to promote the Summer Reading Program shortly.

Committee Report

Facilities Committee – Mr. Faher update to the Board on the Facilities Committee Advisory Group meeting held on May 4, 2010, included:

- Reviewed and approved the specifications from Nordlund & Associates, Inc. for the parking lot expansion project.
- Dennis Sullivan updated the Committee on the renovations at 388 First Street. He noted that Youth Builds Northwest has done an exceptional job on the project.
- Arcadia Branch expansion and relocation was discussed at length. Mr. Sullivan and Mr. Stege will review the Pleasant Valley Community Center drawings.
- No additional information was available on the building's structural cracks.
- No new information was available on the Audubon Bird Book lighting.
- Next meeting is scheduled for Friday, June 4, 2010.

Parking Lot Expansion and Maintenance Specifications - The Board received a portion of the contract specifications for the parking lot expansion and maintenance project that was prepared by Nordlund & Associates, Inc. to review. Before a motion was made, one Board member commented how involved and expensive the project has become. After further discussion, the following motion was made:

Motion by Kimball, supported by Paige, to approve the specifications as detailed by Nordlund & Associations, Inc. with the understanding that funds is currently available in the 2009-10 Budget. Also, the Manistee County Library Board authorizes Mr. Haemker to proceed with completing the bid packet from the resources provided by Nordlund & Associates, publish a request for proposals, review received proposals, and make a final determination of the best bid for the project. Furthermore, that the President of the Manistee County Library Board of Trustees sign the contract of the best bid as determined by the Library's Executive Director after reviewing the contractor's proposals and that the Board authorizes the Treasurer (or otherwise authorized officer) of the Manistee County Library Board of Trustees and the Library's Executive Director to process all checks associated with this transaction.

Roll call: Kimball – yes, Faher – yes, Paige – yes, Diesing – yes, Rogers – yes. Motion carried.

Manistee Window Maintenance Specifications - The window maintenance specifications were tabled until the June meeting.

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Committee Report (continued)

Arcadia Branch Expansion & Relocation - As authorized by the Board at the last meeting, Mr. Haemker met with the Pleasant Valley Community Center Board to negotiate an agreement to relocate the Library to that facility. Since that time, that Board has completely changed and Mr. Haemker has been in contact with the new president, but before any future negotiations takes place she wants to meet and discuss the misconceptions that have surfaced about the Library's financial responsibilities at the other Branches. Mr. Haemker plans to meet with the Board in early June to negotiate an agreement, but if significant progress has not been made by the Library's June meeting a decision will be made as to whether or not to proceed with the relocation. As the discussion continued, it was the consensus of the Board that the Library be very cautious in their decision.

Old Business

Keddie-Norconk Memorial Library Gazebo Project Update - Paving of the pathway to the gazebo at the Bear Lake Library has been completed. Cost of the project was slightly under the amount that was allocated from Selma Funds to do the project.

Staffing Needs - With the budget amendments that were made, there are sufficient funds to cover the extra hours for staff that was discussed at the Board's May meeting. Additional information on staffing needs will be forthcoming at the June meeting.

New Business

Future agenda items – Arcadia Branch expansion and relocation, future staffing needs, window maintenance specifications, I-Pads

Other/Adjourn

Motion by Paige, supported by Faher, to adjourn the meeting at 5:35 p.m. All voting in favor.
Motion carried.

The next regular meeting of the Manistee County Library Board will be held 5:00 p.m., Tuesday, June 22, 2010 at the Norman Township Hall, 1273 S. Seaman Road, Wellston, MI

Helen Grabowski
Recording Secretary

Proposed and subject to Board approval.