

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JUNE 23, 2009 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, June 23, 2009, at the Keddie-Norconk Memorial Library in Bear Lake. President Diesing called the meeting to order at 5:00 p.m.

Members present: Linda Diesing, Joseph Kimball (5:00 – 5:30 p.m.), Pam Paige, John Faher, and Steve Rogers

Others present: Ervin Kowalski; David Richards, Kalcher, Vanderwal & Torrey; Andrea Cosier, Head of Youth Services (5:40 – 7:00 p.m.); Charles Haemker, Executive Director; and Helen Grabowski, Recording Secretary

Agenda

The only addition to the agenda was the Facilities Committee motion to seek approval of a contract agreement with Paul Elzinga Consulting P.C. in conjunction with the work on the parapet under New Business.

Minutes

Motion by Rogers, supported by Paige, to approve as presented the minutes of the regular meeting of May 26, 2009. All voting in favor. Motion carried.

Public Comment

None received

Financial Reports

Dave Richards reviewed with the Board the financial reports ending May 31, 2009, and noted the following:

- Budget adjustments that were approved at last month's meeting are reflected in the reports.
- The Certificate of Deposit that matured on the 15th of June has been renewed for ninety days.
- At this time, there is no major concern with the expense line items as they are where they should be for this time in the fiscal year.
- There is still a significant balance in the Land & Building Acquisition line item for the Board to proceed with their planned property acquisition.

Motion by Faher, supported by Rogers, to accept as presented the financial reports as of May 31, 2009. All voting in favor. Motion carried.

Correspondence

Haemker received the following correspondence:

- Deed for property located 388 First Street (copy has been made for Library's files and original given to County Administrator).
- Notice of appeal and statement of reasons for two parcels located in the Norman-Dickson Township area which will result in tax revenue loss.
- Priority listing from the recent Manistee County Summit Meeting.

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Executive Director's Report

Haemker had no additions to his Director's Report.

Committee Reports

Steve Rogers gave an update to the Board on the Facilities Committee meeting that was held on the 5th of June. Items discussed at that meeting were:

- Consumers Energy request to relocate electrical lines;
- update on in-ground sprinkler system and lawn modifications project;
- update on Steve Harold's fact gathering of County Building maintenance;
- planned property acquisition; and
- specifications for removal of unwanted structure.

Old Business

Acquisition of Property - Diesing requested a motion to go into closed session and the following motion was received:

Motion by Rogers, supported by Kimball, to go into closed session at 5:25 p.m. to discuss property acquisition and also include Haemker, Richards, Kowalski, and Grabowski in the discussion. All voting in favor. Motion carried.

Motion by Faher, supported by Rogers, to go back into open session at 5:33 p.m. All voting in favor. Motion carried.

Motion by Rogers, supported by Paige, to approve the purchase agreement with the Theron Collins Jr. Trust for the property located at 92 Poplar Street, Manistee, MI for forty-seven thousand five hundred dollars (\$47,500.00). Also, that the President or otherwise authorized officer of the Manistee County Library Board of Trustees and the Executive Director is authorized to sign the Purchase Agreement and represent the Library at closing. In addition, the Board authorizes the Treasurer or otherwise authorized officer of the Manistee County Library Board of Trustees and the Executive Director to process all checks associated with the sale price, closing services, and legal services related to this transaction. Roll call: Faher - yes, Paige - yes, Rogers - yes, Diesing - yes. Motion carried.

Update on Search for New Integrated Library System - Before Haemker began the discussion on the the ILS (Integrated Library System), he presented the Board with a cost comparison between Evergreen and Soflink America. Initially looking at the two systems from the proposals received, there is a considerable difference between the two of them. However, with the ILS Committee's visit to Traverse City Area District Library it was realized that in order for the lower price system to work additional added cost for hardware, Internet service, and additional staff would have to be considered. Since this will be a long-term commitment, Haemker felt that the difference is not that great when all the add ons are considered.

Before proceeding, Diesing informed the Board that she has signed an agreement with Softlink America on June 12, 2009, to proceed with the customization of the enhanced holds feature. Without this authorization to develop this module, it would have delayed the Library's targeted start-up date.

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Old Business (continued)

With no further discussion, President Diesing requested a motion as to how the Board wanted to proceed and the following was received:

Motion by Faher, supported by Paige, to approve the contract agreement with Soflink America, Inc. for a total first year cost of forty-nine thousand seven hundred fifty dollars (\$49,750.00) and authorize the Board's President or otherwise authorized officer of the Manistee County Library Board of Trustees and the Executive Director to sign the purchase agreement and represent the Library in this transaction. In addition, the Board's Treasurer or otherwise authorized officer of the Board and Executive Director is authorized to process all checks associated with this transaction. Roll call: Faher - yes, Paige - yes, Rogers - yes, Diesing - yes. Motion carried.

New Business

Parking lot expansion at the Keddie-Norconk Memorial Library - Last year Haemker was approached by Dave Adams from the Keddie Norconk Memorial Library Board about financial help from the Manistee County Library in the expansion of the parking lot at the Bear Lake Branch. It was uncertain if Selma Johnson Funds could be used for the project, but after Haemker did research on what previous Board approved Selma funds for he decided to bring it to the Board for discussion. Haemker was hoping for clarification from the Trust Officer prior to the meeting, but he was unsuccessful in contacting anyone.

Motion by Rogers, supported by Faher, to authorize an one-time expenditure not to exceed seven thousand dollars (\$7,000.00) to the Keddie Norconk Memorial Library Board for the expansion of the parking lot located at the Keddie Norconk Memorial Library, 1325 Virginia Street, Bear Lake, MI, with funds coming from the Selma Johnson Fund. If it is determined that this expenditure is not permitted by the Wallace O. Refke Trust, it will be funded from another Library fund. Roll call: Paige - yes, Faher - yes, Rogers - yes, Diesing - yes. Motion carried.

Approval of Specifications for the Maintenance of the Library's Limestone Exterior - Before proceeding with the discussion on the specifications for the maintenance of the Library's limestone exterior, appreciation was given to Dennis Sullivan for all his work he has done on the project. The Board viewed the drawings and pictures that will be included with the specifications for requests for proposals and then the following motion was made:

Motion by Rogers, supported by Paige, that the Manistee County Library Board approve the specifications as presented by the Facilities Committee for the maintenance of the Library's limestone exterior with the understanding that the intent is to complete the necessary work on the entire parapet to protect the building from further water damage and not limit to a specific line item appropriation in the current 2008-2009 Budget. In addition, the Board authorizes the Executive Director to proceed with publishing a call for proposals, review proposals received, and make a final determination of the best bid for the project. Furthermore, that the President or otherwise authorized officer of the Manistee County Library Board of Trustees is authorized to sign the contractor's agreement of the best bid as determined by the Executive Director after reviewing the Contractor's proposals and that the Treasurer or otherwise authorized officer of the Board and the Executive Director process all checks associated with this transaction. Roll call: Faher - yes, Paige - yes, Rogers - yes, Diesing - yes. Motion carried.

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Authorization to Hire Consulting Engineer for Exterior Project - Upon the recommendation of the Facilities Committee, they are seeking the Board's consideration to hire a consulting engineer who is familiar with historical buildings as well as masonry work. At this time, there is really only one person who can provide that expertise to oversee that project without presenting a potential conflict of interest with contractors who may choose to bid on the project. The Facilities Committee is recommending that Paul Elzinga Consulting P.C. be hired to work with the Library's Executive Director, Dennis Sullivan, and other members of the Facilities Committee Advisory Group as necessary.

Motion by Rogers, supported by Faher, to approve the Contract Agreement with Paul Elzinga Consulting P.C. to oversee the maintenance of the exterior limestone project with a total cost not to exceed twelve hundred dollars (\$1,200.00) and authorize the President or otherwise authorized officer of the Manistee County Library Board of Trustees to sign the agreement and represent the Library in this transaction. In addition, the Board authorizes the Treasurer or otherwise authorized officer of the Manistee County Library Board of Trustees and the Executive Director to process all checks associated with this transaction. Roll call: Paige - yes, Faher - yes, Rogers - yes, Diesing - yes. Motion carried.

Other/Adjourn

Friends of the Library Update - Rogers gave an update to the Board on the recent Friends of the Library meeting. He noted that volunteers are needed for the book sale on Thursday, July 2, 2009, and donations are also being accepted for the silent auction.

Procedures - A problem has arose with a patron not returning several Interlibrary Loan books/DVDs and in reviewing current Library policies there are no specific procedures in place for the Executive Director to take legal action. In this particular case, a letter has been written to the patron noting that legal action may be taken if these items are not returned and Haemker wanted the Board to be aware of this. As the discussion continued, it was the consensus of the Board to empower Haemker to take the necessary steps for the return of the library materials checked out to this patron.

Motion by Rogers, supported by Paige, to adjourn the meeting. All voting in favor. Motion carried.

Meeting adjourned at 7:00 p.m.

Future agenda items - Budget for 2009 - 2010 and blanket authorization for implementation of procedures for previously approved policies.

Respectfully submitted,

Helen Grabowski
Recording Secretary

Proposed and subject to Board approval