

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
August 28, 2018 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, August 28, 2018, in the Upper Level Meeting Room of the Manistee County Library. President Lind called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Present: Barry Lind, Joyce Valentine, Rosalind Jaffe, Barbara Sleder and Tamara Buswinka

Others: David Richards, Vanderwal, Spratto & Richards; Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

Approval of Agenda

Motion by Sleder, supported by Jaffe, to approve the meeting's agenda as presented. All voting in favor. Motion carried.

Minutes

Motion by Jaffe, supported by Sleder, to approve the minutes of the July 24, 2018, regular meeting as presented. All voting in favor. Motion carried.

Public Comment

None

Correspondence

Mrs. Greenacre received an invitation from Mid-Michigan Library League for their annual luncheon meeting on September 20, 2018.

Financial Reports

In reviewing the Financial Reports for the period ending July 31, 2018, Mr. Richards noted the following:

- Received \$13,020.55 in Penal Fine revenue. This is higher than normal for this time in the fiscal year. Revenue will exceed budgeted amount.
- Accounts Payable (2002.00) is in the range where it should be.
- Cash balance is slightly higher than normal.
- USF Reimbursement reflects a negative amount. The difference (\$737.30) is what was estimated and what was received.
- Current Property Taxes received is approximately \$49,000 less than budgeted. The budget figure received from the County Treasurer last year included reimbursement for personal property tax.
- Ten months into the fiscal year, expense line items should be approximately 83% of budget. This is not true with all line items as materials/supplies/etc. are ordered and paid at different times throughout the fiscal year.
- Net Income as of July 31, 2018 is \$380,475.98.

Motion by Sleder, supported by Jaffe, to accept as presented the Financial Reports for the period ending July 31, 2018. All voting in favor. Motion carried.

Administrative Report

Mrs. Greenacre had no additions to her report. Circulation statistics were discussed and the Board had ~~no concerns that they were down from previous years as this is the trend in libraries today.~~ **concerns about the format and information previously gathered and expressed some concerns about the decline in circulation statistics.**

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Committee Reports

The Technology Committee (Joyce Valentine, Barry Lind and Debra Greenacre) met on Friday, August 17, 2018. No records/files have been found for a stress test previously done on the mezzanine. Mrs. Greenacre has contacted Bruce Schimke (Manistee County Maintenance Supervisor) and Traverse City Library for firms they may have used in the past.

The Committee reviewed the technology proposals received from Gracon and Trivalent for evaluation of the Library's current IT set-up. Both firms have done work with libraries in the past and Gracon was selected as the proposal is half of what was received from Trivalent.

The Committee also discussed the painting of the Reading (Reference) Room, reopening the skylight **in conjunction with redoing the roof**, asbestos removal and staff absentees.

Old Business

Millage - In their packet, the Board received history of millage votes dating back to 1982.

Library Projects Update - The Board received an updated outline at the meeting from Mrs. Greenacre on the progress of the Library projects discussed and approved at the May meeting. In the discussion that followed, Mrs. Buswinka has concerns about the total cost of the projects as the projects have become much larger. Hiring an engineering firm to oversee the projects was discussed and it was suggested to focus on the priorities and see what can be accomplished this year. The Facilities Committee plans to meet to discuss the priority of projects. The following was the Board's priorities: 1) Reading/Reference Room, 2) structural evaluation of the mezzanine, 3) asbestos removal and retiling.

Since Mrs. Greenacre is having difficulty in getting additional quotes for asbestos removal, the following motion was made:

Motion by Buswinka, supported by Sleder, to approve the bid of \$4,700 from Insulation & Environmental Services, Inc. for asbestos removal based on a previous Request for Bid process. The Executive Director will also pursue bids for replacement tiles. Roll call: Jaffe – yes, Valentine – yes, Buswinka – yes, Lind – yes, Sleder - yes. Motion carried.

New Business

June 2017 Donation - Last June, a patron donated \$10,000 to purchase a self-check-out system which included a personal payment system. In August 2017, the Library paid Tech logic a payment of \$6,793.11 for the self-check-out system. The Library received the personal payment system on the 15th of August 2018 along with an invoice for \$7,163.12. This was placed on the agenda as Mrs. Greenacre is requesting guidance from the Board as to how to proceed. In the discussion that followed, the Board requested that Mrs. Greenacre contact Tech logic to obtain the original quote and an itemized statement. In addition, the Board would like her to compile a detail history of the purchase of the system and place this on the agenda for the next Board meeting.

Discussion of FY 2018-2019 Budget Adjustments - Since the tentative budget was approved in June, Mrs. Greenacre has received updated information that will change several line items. She will email the revised FY 2018-2019 budget to the Board prior to the meeting next month for their review.

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New Business (continued)

Temperature Control Agreement - At the September 26, 2017, meeting, the Board approved a five year Preventative Mechanical Maintenance Agreement for Onekama and Manistee from Temperature Control at a cost of \$6,050 annually. In the discussion that followed, the Board felt it would be more cost effective to terminate the agreement and pay for each service call.

Motion by Jaffe, supported by Valentine, to authorize the Executive Director to contact Temperature Control, Inc. and terminate the Preventative Mechanical Maintenance Agreement for Manistee and Onekama. All voting in favor. Motion carried.

Selma Fund - At next month's meeting, Mrs. Greenacre will have what was spent from the Selma Fund. She will also have recommendations for the Board to consider on how to spend the remainder of the funds for this year.

Public Hearing on FY 2018 – 2019 Budget - Before the Board approves the budget for the 2018 – 2019 Fiscal Year, a Public Hearing must be held to give the public an opportunity to comment on the budget. Since the Board adopted the tentative budget at their June 26 meeting, Mrs. Greenacre has made adjustments to the budget.

Motion by Sleder, supported by Buswinka, to set the Public Hearing on the Fiscal Year 2018 – 2019 Budget for Tuesday, September 25, 2018, at 10:00 a.m. in the Library's Upper Level Meeting Room. All voting in favor. Motion carried.

Board Trustee Comments

The following comments were received:

- Barbara Sleder met with the Armory Youth Center Executive Director Rob Carpenter. She gave a brief summary of what the Center has to offer teenagers between the 6th and 12th grade and handed out information on the Youth Center and possible ways the Library could collaborate with them.
- Rosalind Jaffe suggested that the Library's Financial Policy be reviewed.

Information Items

The Board received the following Manistee News Advocate articles: Off the pages popular children's book characters visit library (07/20/18); Library to host herb garden presentation Aug. 11 (07/24/18); Library millage worth supporting on Tuesday (08/06/18); Reader asks voter to support library millage in primary today (08/07/18); and Manistee County Voters pass trio of millage renewals (08/09/18)

Adjourn

Motion by Sleder, supported by Jaffe, to adjourn the meeting at 11:25 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held 9:00 a.m. on Tuesday, September 25, 2018.

Helen Grabowski
Recording Secretary