

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JUNE 26, 2018 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, June 26, 2018, at the Onekama Branch Library. President Lind called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

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

Absent: Barbara Sleder (with prior notification)

Others Present: Tom Quinn (9:00 a.m. - 12:15 p.m.); Richard Schmidt, Manistee County Board of Commissioners Liaison (11:35 a.m. – 12:30 p.m.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

Approval of Agenda

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

Minutes

Motion by Buswinka, supported by Valentine, to approve as presented the minutes of the May 22, 2018, regular meeting. All voting in favor. Motion carried.

Motion by Valentine, supported by Jaffe, to approve as presented the minutes of the June 5, 2018, special meeting. All voting in favor. Motion carried.

Public Comment

As a frequent user of the Library and Tech Room, Tom Quinn requested that the Board reconsider their decision they made at the May meeting to relocate the Tech Room to the main floor. He agrees with the Board that the Tech Room needs updating, but the Board needs to consider the cost and noise factor as the present location is the quietest part of the Library.

Correspondence

Mrs. Greenacre had no correspondence.

Financials

Mr. Richards was unable to attend the meeting to review the May Financials Reports. The Board reviewed the May reports and since there were no major concerns/questions/issues President Lind requested a motion to approve the reports.

Motion by Jaffe, supported by Valentine, to approve as presented the Financial Reports for the period ending May 31, 2018. All voting in favor. Motion carried.

Administrative Report

At the meeting, the Board received notes from the MLA Summit that Mrs. Greenacre attended earlier in the month. There was a lot of useful information discussed that she felt would be beneficial to the Board.

The Summer Reading Programs have been well attended, but the number of the children who signed up has been very low. The Friends of the Library have given a generous donation to the program.

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JUNE 26, 2018 PAGE 2

Administrative Report (continued)

The decline in circulation statistics was discussed and the Board had no major concerns as the role of the Library has changed from a place to checking out materials to a community gathering space.

Committee Reports

Technology Committee - The Technology Committee met (Joyce Valentine and Debra Greenacre) on June 15, 2018. Discussion centered on plans to improve access, visibility, and utilization of the Tech Room. Discussed were: 1) The 2001 donation to build the Tech Room. 2) Minimizing disruption from remodeling and arranging sequence of upgrades. 3) Consider disbursing computers into additional areas throughout the library. 4) Installing two adult computers in the Children's Room. 5) Installing charging stations in the main areas of the library, the Tech Room, and teen area.

The Policy Committee (Joyce Valentine, Tamara Buswinka, and Debra Greenacre) met on May 23, 2018, and continued editing the By-laws. Ms. Valentine provided background on the work the Policy Committee has done previously.

The Policy Committee (Joyce Valentine, Tamara Buswinka, and Debra Greenacre) met on June 22, 2018, and continued working on editing the By-laws. They discussed an employee grievance process as it relates to the Board and they received a "draft" copy to review. The steps are: 1) Employee submits written complaint to the Executive Director utilizing the Complaint Form. 2) If the complaint is resolved, the form is signed by both parties and the matter is closed. 3) If the complaint is not resolved, the Director is obligated to submit the form to the Board Chair. 4) The Board Chair is obligated to place the complaint on the Board's agenda when time permits. The Committee also discussed a Pet Policy and the Executive Director will present language to the Board for their consideration when completed.

Personnel Committee - The Personnel Committee (Tamara Buswinka, Barry Lind, and Debra Greenacre) met on Wednesday, May 23, 2018. The Committee discussed a staff organizational structure and how to best implement that vision.

Old Business

Library Projects - Since the last meeting, Mrs. Greenacre has been busy with the Summer Reading Program and working on the millage brochure. With everything going on, Mrs. Greenacre has been unable to put together a timeline for the projects discussed at the May meeting.

Millage - The millage renewal brochures has been printed and distributed throughout the County. Mrs. Greenacre requested Board members assistance in attending meetings in July to get the word out on the renewal.

New Business

Tentative 2018 – 2019 Fiscal Year Budget - Mrs. Greenacre had no Board feedback on the 2018 – 2019 Budget since the May meeting and did not made any changes. Unlike last year's budget, revenue matches the expenses. The Board discussed various line items at the meeting, but no changes were made.

Motion by Jaffe, supported by Valentine, to adopt as presented the proposed tentative budget for October 1, 2018 to September 30, 2019 and authorize the Executive Director to submit it to the County for budgeting purposes. Roll call: Jaffe – yes, Valentine - yes, Buswinka – yes, Lind – yes. Motion carried.

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JUNE 26, 2018 PAGE 3

New Business

Request the full voted Millage be Levied for 2018 – 2019 - The tentative fiscal year 2018 – 2019 budget is based on tax income received from the full voted one mill levy. The Library Board must annually request that the Manistee County Board of Commissioners levy the full voted millage for the upcoming fiscal year and the following motion was made:

Motion by Buswinka, supported by Jaffe, that the Manistee County Library Board request the Manistee County Board of Commissioners, pending the passage of the Millage Renewal on August 7, 2018, levy the full voted one mill levy for the operation and maintenance of the Library for the 2018 – 2019 fiscal year. Further moved, that the Executive Director is authorized by the Library Board to represent the Library for the purpose of making this request. Roll call: Valentine – yes, Jaffe – yes, Buswinka – yes, Lind – yes. Motion carried.

Tech Room Discussion - At the May meeting, the Board decided to change the location of the Tech Room to the main floor just below where it is currently. With the Tech Room on the main floor, it will be more visible and accessible when someone comes into the Library to use the computers. Plans are to make that space into a Young Adult area as the Board feels it's important that the teens have their own space.

This was placed on the meeting's agenda because of questions/concerns/rational received about changing the location of the Tech Room. In the discussion that followed, Mrs. Buswinka felt the plaque does not indicate where in the Library the Tech Room is to be located and the memory of Gilman E. Gambs could be honored in a different location within the Library. The present location was probably chosen because it was the only space available. Mrs. Buswinka would like more research done to determine if at the time the gift was given it specified the location of the Tech Room as the wishes of the donor need to be honored.

As the discussion continued, each Board member present confirmed the decision they made at last month's meeting to change the location of the Tech Room. President Lind felt that the Board had a good discussion and addressed the questions and concerns received. If there are major structural issues, cost could prohibit changing the location of the Tech Room.

Moving forward, President Lind requested that Mrs. Greenacre contact a structural engineer for an estimate to do an evaluation/study on the weight capacity of the mezzanine. Priorities of the other projects were discussed and the Board requested that Mrs. Greenacre proceed with the Reference/Reading Room and the back entrance (stairway) projects.

Before continuing with the meeting, President Lind asked Mr. Quinn if he had any additional comments. Mr. Quinn noted that he remains mystified why the Board would trade a space that is heavily used and could be updated for a relatively small amount of money. To convert that space to a teen center, which potential use could be great, but it is unclear if it is going to be used as a Teen Center where they (teens) could use the armory where a lot of teens congregate. There will be a substantial cost to move the Tech Room and convert the present space to a teen area and it is not a wise use of Library resources that are limited.

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JUNE 26, 2018 PAGE 4

Library Trustee Comments

The following Board comments were received:

- As Board Secretary, Tamara Buswinka, felt it's her responsibility to take Board meetings minutes. No decision was made at the meeting and this will be discussed later. She would like all comments/complaints (emails) directed to the Library's Executive Director or Board President and not the other Board members.
- Joyce Valentine supported Tamara's suggestion for her to take meeting minutes.
- President Lind has received notification regarding an employee's complaint involving the Executive Director. The employee has requested a Closed Session with the Board, but President Lind noted it was not one of the permitted purposes specified in the Open Meetings Act. Since the complaint has been submitted to the County Administrator, the Board took no action at this time as the County will be doing the follow-up.
- President Lind commented on a recent article in the Manistee News Advocate about Project Read moving to the United Way offices and wondered why the move from the Library. It was noted their funding ran out and the Director went to United Way for financial support.

Information Items

In their packet the Board received the following Manistee News Advocate articles: Library to kick off summer reading program on Saturday (06/07/18), Maddox named library's new youth services coordinator (06/09-10/18), Library welcomes summer with rockin' kickoff event (06/11/18), Library announces new 'Adulting 101' series (06/16-17/18)

Adjourn

Motion by Jaffe, supported by Buswinka, to adjourn the meeting at 12:30 p.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, July 24, 2018, in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI 49660



Helen Grabowski
Recording Secretary