

Manistee County Library
Board of Trustees Minutes
Jan 25, 2022
9:35am
MCL Meeting Room

Manistee County Library Board Organizational Meeting

- I. **Call to Order:** Meeting was called to order at 9:35am
- II. **Pledge**
- III. **Roll Call:** Board members present – Mark Fedder, Pam Evans, Richard Blue, Terry Bennett and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, Commissioner Richard Schmidt and Accountant Dave Richards.

IV. **Election of Officers-2022:**

Valentine nominated Blue for Treasurer, Bennett seconded. No other nominations. Vote: unanimous. Richard Blue is Treasurer of the Board

Valentine nominated Evans for Secretary, Bennett seconded. No other nominations. Vote: unanimous. Pam Evans is Secretary of the Board.

Valentine nominated Bennett for Vice President, Fedder seconded. No other nominations. Vote: unanimous. Terry Bennett is Vice President of the Board.

Evans nominated Valentine for President, Fedder seconded. No other nominations. Vote: unanimous. Joyce Valentine is President of the Board.

V. **Set MCL Board Meeting Dates/times for 2022**

VI. **Library Committee Appointments:**

Facilities: Bennett and Fedder;

Personnel: Valentine and Bennett;

Finance: Blue and Evans;

Technology/Marketing: Blue and Fedder;

Policy: Valentine and Evans.

Manistee County Library Board Regular Meeting.

Agenda: Evans moved; Blue seconded to approve the agenda as amended. Vote: unanimous - yes. Approved.

Minutes: Evans moved; Blue seconded to approve the December 21, 2021 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: None

Correspondence: The Library has received many holiday cards from regular patrons.

Financials: December Report- Dave Richards presented financial information.

October: There was parking lot maintenance that was completed in October. Jaffe inquired about the price of ILS support. Greenacre responded that she is currently working on E-rate and internet credits. Penal fines were \$16,000 for November. This is particularly high for a month. Subscriptions and programs are in line with actual figures from last year. Selma Johnson expenditures were about the same as last year. Capital Improvement Fund has a balance of \$884,000. Manistee County handles the Library's payroll and they are reimbursed for this service in October. Penal fines are coming in higher than last year. This is the outlier; other avenues of revenue are consistent with last year. Tax income is assessed on the winter bill. This means it will come in December, January and February. Delinquent tax is paid in June. Valentine inquired about the price difference in ILS system. Greenacre responded that we changed ILS companies and last year we had the setup cost. Now we have the maintenance cost of the ILS system which accounts for the different price point compared to last year. Valentine also commented that some planned capital projects will be more expensive than previous quotes due to high inflation. Schmidt asked if the Library received any federal ARPA funding. Greenacre responded that we have received a CARES grant for PPE but that is all. Schmidt responded that the County is looking at potential areas to spend ARPA funds and the Library has many expensive projects that may be considered. Greenacre thanked Schmidt and said that she would provide him with a project list.

November: Normal operating expenditures are displayed. Penal fines are at 28% of budgeted already. If this trend continues, it will require a budget adjustment. Budget adjustments are made after 6 months. Subscriptions are normal. Electricity rates are high. Bennett asked if the water bill increases may be a rate increase or a usage increase due to an unknown leak. Greenacre responded that we have instances where the staff hasn't checked the bathroom and the toilet was running. The issue has been addressed with staff. Greenacre reminded Trustees that if they have any questions they can email her and she will answer or find out the answer from Richards. Blue also commented that the water bill can fluctuate due to bonds being paid off. Valentine encouraged Trustees to ask questions.

December: Books, printing and collection expenditures are as expected. Salary expenditures are as expected. Penal fines are substantially higher than last December. The library is the beneficiary of the Selma Johnson fund. The fund can now be used at any location. For several years it was exclusively for the branch locations. Our Book Bike was delayed but we did receive it on the last possible day. Net income is sitting at \$74,574. Last year our net income came in around \$45,000. Snow removal is always a variable depending on which years are accumulation heavy. By the end of March, the library will have received 90% of the income for the year. Richards recommended that we consider moving \$200,000 to capital improvement for an area of concern, such as the roof.

Blue moved; Fedder seconded to approve October, November, and December financial reports as submitted. Vote: unanimous - yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. Our wireless internet access usage has doubled from last year. Administration has completed staff evaluations. We are in the process of doing team meetings. State Aid will be completed by February 1. We also received our yearly \$2,000 donation from PCA.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Did not meet.

Policy Committee: Did not meet.

Finance Committee: Did not meet.

Old Business:

Strategic Plan Update: Director Greenacre presented the details of the strategic plan process. The strategic plan retreat will happen near the end of March. Schmidt commented that the outer county is very important, as more than two thirds of the population resides outside the city of Manistee. We plan to wrap up the whole process by May.

Main Floor Project Update: Director Greenacre presented updates about the main floor project. Library Design Associates is heading the project which will update walls, shelving, flooring, and furniture. We are looking at a firm attentive date of February 21, 2022. Schmidt asked if the asbestos has been removed from the building. Greenacre responded that the blue tile under the areas to be renovated have tested negative for asbestos. Brown tile in other building areas contain asbestos will be removed and replaced in a separate project.

New Business:

Motion to approve payout for Laurel Sproul: Director Greenacre presented information regarding payout. Blue motioned; Evans seconded to approve the payout to Laurel Sproul for the amount of \$1,015.53 as submitted. Vote: unanimous - yes. Approved.

Bylaws – Officers Terms - Discussion: Director Greenacre made a presentation on the Trustee Bylaws. An attorney assisted with the writing of the Bylaws. Valentine has served on the Board as President for the maximum of 3 years. Greenacre recommended changing the limit in favor of striking the time limit for board seats from the bylaws. Bennett motioned; Evans seconded to amend the bylaws to drop the three year term limit for Board roles. Roll Call Vote: Evans- Yes; Blue- Yes; Valentine- Yes; Bennett-Yes; Fedder- Yes. Approved. Valentine stated that the bylaws wording changes will be finalized by vote in February.

Closure of Main Branch – As previously discussed, the main floor project is moving ahead. Branches will be open for expanded hours to offset the effect on the community. We will be sending some of our staff out to the branches to help with collection maintenance. Blue motioned; Fedder seconded to close the

library at the discretion of the executive director for the purpose of completing the main floor project.
Vote: unanimous - yes. Approved.

Trustee Comment: We will be covering the Millage and Selma in the next month.

Adjournment: Chair adjourned the meeting at 11:34am

Secretary: Julie Cirone, Assistant Director

Date approved: March 1 22