

Manistee County Library  
Board of Trustees Minutes  
March 1, 2022  
9:35am  
MCL Meeting Room

**Call to Order:** Meeting was called to order at 9:35am

**Pledge**

**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.

**Agenda:** Fedder moved; Bennett seconded to approve the agenda as submitted. Vote: unanimous - yes. Approved.

**Minutes:** Evans moved; Blue seconded to approve the January 25, 2022 regular meeting minutes as amended. Vote: unanimous - yes. Approved.

**Public Comment:** None

**Correspondence:** The Library has received patron comments that books are easier to find following completion of 1st floor remodeling and the area is pleasant to use.

**Financials:** February Report- Dave Richards presented financial information.

January: Penal fine receivable is higher than what it has been over the past year and a half. Accounts payable was high and Richards investigated two transfers. Payment in lieu will be coming in shortly. Slow income tax payments aren't concerning.

Bennett asked if the county allocates the Library money if some individuals do not pay their taxes. Richards responded that the taxes are paid and the county works out the difference through legal channels. Bennett asked if there was a reason for the significant increase in health insurance spending. Greenacre responded that it is a timing issue; there was no significant rate increase. She also commented that the Library pays for retired employee health insurance. Greenacre commented that she is looking into a discrepancy with the county that alerted her to a potential health insurance problem. She will continue to look into this issue. Richards responded that it is something that needs to be investigated.

Valentine asked when the snow removal would be reflected in the budget. Greenacre continued commenting that the snow removal costs were much higher than expected. The bill came to \$2,000 for snow removal, compared to \$750 for the month last year. Richards responded that snow removal is not reflected in this report but it will come shortly. Greenacre responded that the bill for February was nearly \$4,000. Blue asked if the pricing for the UpNorth digital services has increased or if we received

more titles. Greenacre responded that the details of UpNorth are handled through the consortium. Valentine asked if another transfer should be made to the capital improvement fund. Greenacre responded that we can wait until we do budget adjustments to make the transfer.

Blue moved; Evans seconded to approve January financial reports as submitted. Vote: unanimous - yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. The main floor project was completed during our week-long closure. Patrons are already commenting and thanking staff for changes.

**Committee Reports:**

Technology Committee: Met Feb 16, 2022 regarding technology plan.

Personnel Committee: Met Feb 16, 2022 for an introductory meeting.

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.

**Main Floor Project Update:** Director Greenacre presented updates about the main floor project.

**New Business:**

**Millage Renewals Discussion- November 2022 Election:** Director Greenacre presented information regarding the upcoming millage. She recommended going for the November 2022 polls.

**Bylaws – Officers Terms:** Director Greenacre gave a refresher of the Trustee Bylaws and the proposed changes. Fedder motioned; Evans seconded to approve the revisions made to the Trustee Bylaws made at the January 25, 2022 Board meeting. Roll Call Vote: Evans- Yes; Blue- Yes; Valentine- Yes; Bennett-Yes; Fedder- Yes. Approved.

**Motion to Approve Request for distribution from Manistee Community Foundation Fund** – Greenacre presented information regarding the success of the LaunchPads and the proposal to request more. Evans motioned; Blue seconded to use this year’s \$2,789 dispersal to buy LaunchPads. Vote: unanimous - yes. Approved.

**Board Training Video- What it means to be a Trustee:** Greenacre provided the Board with a Trustee training.

**Trustee Comment:** none

Adjournment: Chair adjourned the meeting at 11:43am

Secretary: Julie Cirone, Assistant Director

Date approved: 3/22/2022