

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
DECEMBER 27, 2017 PAGE 1

Present: Barry Lind, Joyce Valentine, and Rosalind Jaffe

Absent: Kenneth Urban and Elbert Purdom (with prior notification)

Others: David Richards, Vanderwal Spratto & Richards, P.C.; Richard Schmidt, Manistee County Board of Commissioner's Liaison; Debra Greenacre, Executive Director; Laurel Sproul, Staff; and Helen Grabowski, Recording Secretary

The regular monthly meeting of the Manistee County Library Board was held in the Library's Upper Level Meeting Room on Wednesday, December 27, 2017. President Lind called the meeting to order 9:07 a.m. with the Pledge of Allegiance.

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 Valentine, supported by Jaffe, to approve the minutes of the November 28, 2017, regular meeting with the following additions:

- The Strategic Plan update will be done in January 2018; and,
- Richard Schmidt, Manistee County Board of Commissioner's Liaison was at the meeting.

All voting in favor. Motion carried.

Public Comment

None offered.

Correspondence

Mrs. Greenacre had no correspondence to report.

Financial Reports

The Board previously received "draft" copies of the September and October Financials because reconciliation of year-end was not complete. At the meeting, the Board received the final Financial Reports for September, October, and November 2017.

Mr. Richards' report to the Board for fiscal year-end (September 30, 2017) included:

- There are some changes from the "draft" report the Board received previously;
- The requested transfer of \$40,000 to the Capital Improvement Fund was not made before year-end;
- Penal Fine Revenue and Designated Gifts are slightly more than budgeted;
- Property Tax Revenue received is close to what was assessed;
- Accrued Vacation & Sick Leave (2006.00) reflects the pay-off of vacation/personal time for Mr. Haemker and Ms. Cosier;
- Accounts Payable (2002.00) is higher than normal because of unpaid bills for the parking lot entrance remodel project;
- There are a few expense line items that are over budget, but nothing to be concerned about; and,
- Net income at year end is \$132,959.63.

Motion by Valentine, supported by Jaffe, to accept as presented the financial reports for fiscal year-end (September 30, 2017). All voting in favor. Motion carried.

Financial Reports (continued)

Financials ending October 31, 2017, included:

- Received \$9,181.08 in October Penal Fine Revenue;
- Revenue received for the month totaled \$11,492.95;
- Total expenditures for October are \$66,822.59. Expenditures for the month are lower than what they have been in previous years. Expenses will increase once the transition of Executive Directors has taken place and library materials are ordered.
- There is no one expense line item that is abnormal at this time.
- Accounts Payable (2002.00) dropped significantly from the previous month.
- Net loss as of October 31, 2017 is \$55,329.64.

Motion by Jaffe, supported by Valentine, to accept as presented the Financial Reports for the period ending October 31, 2017. All voting in favor. Motion carried.

Financials ending November 30, 2017:

- Mr. Richards suggested that the Board consider paying down the loan from the County;
- The budget is not zero based and the Board can increase expenditure lines items;
- Received \$12,571.14 in Penal Fine Revenue;
- Expenditures for the month are low. The exception is to the Computer Hardware line item (790.03) where 58% of the budget line item has been spent; and,
- Net loss for the month ending November 30, 2017 is \$82,482.97. This is less than normal and will change once property tax revenue is received.

Motion by Jaffe, supported by Valentine, to accept as presented the Financial Reports for the period ending November 30, 2017. All voting in favor. Motion carried.

Administrative Report

Mrs. Greenacre noted that she has met with all the staff individually and the majority of them are ready to move forward. Santa visited all the Branches except Arcadia in December. In January, plans are to hold open houses at all Branches, change Branch delivery, a newsletter will be launched, and more Branch programming.

Mrs. Greenacre has received her Level 1 Librarian's permanent professional certificate from the Library of Michigan six months early.

In the Board's review of the monthly statistic reports, questions came up about tracking the use of digital materials, number/type of Tech and Reference questions, and the number of MelCat items sent and requested.

Committee Reports

Personnel Committee – The Personnel Committee (Barry Lind, Kenneth Urban, and Debra Greenacre) met on December 6. The Committee discussed the Board By-laws and the possibility of Board members attending meetings remotely. The County requires their Commissioners be present at meetings and it was the consensus of the Board to follow what the County does at this time.

The Committee also discussed how to best fill the vacant positions and the consensus was to first hire an Assistant Director who will oversee Branch operations. After the position is filled, a Head of Youth Services will be hired to focus on 0 – 18 programming. Discussed also was Branch delivery and risk management relating to a job's physical requirements.

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Committee Reports (continued)

Website/Marketing Committee - The Website/Marketing Committee (Joyce Valentine, Kenneth Urban, and Debra Greenacre) met on December 14, 2017. Covered was a variety of issues, concerns, and plans for the website and setting immediate goals to upgrade the Library's website. Plans were to have the Board's approval at this meeting so that the Request for Proposal could be sent out in January. The committee hopes to have a web-site in place by June as the current contract ends June 30, 2018.

Set Committee Meetings - Meetings for 2018 will be set at the January meeting. (Mrs. Greenacre requested a meeting with the Facilities Committee after the first of the year.)

Old Business

No agenda items

New Business

Strategic Plan Proposal - The proposal that President Lind received last month was to facilitate a full Strategic Plan update and he requested Tamara Busiwinka send a revised proposal. The revised proposal was included in the Board's packet this month for their review. The cost of the proposal is more than what the Board agreed on in November as Ms. Busiwinka submitted the proposal before President Lind could discuss with her what the Board agreed. The time line for having the first meeting next month with the goal of having an updated "draft" for the Board's review shortly thereafter.

Motion by Valentine, supported by Jaffe, to approve the Strategic Plan Proposal from Tamara Buswinka (Latitude 44) with an estimated project budget cost of \$1,200. Roll call: Valentine – yes, Lind – yes, Jaffe – yes. Motion carried.

Library Board By-laws - Discussed earlier in the meeting under Committee Reports (Personnel). President Lind suggested that the By-laws be reviewed in 2018.

Website RFP - Discussed earlier in the meeting with Committee Reports (Website/Marketing). Mrs. Greenacre will send out a RFP in January.

Future Agenda Items - Establish Executive Director's performance goals (after the Strategic Plan is revised), community survey, availability of more specific reports.

Meet the Staff

Arcadia Branch Manager Laurel Sproul was this month's MCL staff member.

Board Trustee Comments

No comments were received from the Board. Mr. Schmidt asked what the Library uses the services of Alliance for Economic Success (AES) for. The Board of Commissioners would like to know what services they provide that the Library uses so the County can move forward in determining funding. (Network Northwest also provides similar services and like AES is funded by the County.)

In the discussion that followed, President Lind noted that if there are resources available at no cost, the Library can find uses for their services. Perhaps the better question is what is the goal of AES and what services do they provide.

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Informational Items/Other

Informational Items - Manistee News Advocate articles: Nothin' but Santa (12/11/17) and A Pet-Friendly Project (12/13/17)

Motion by Jaffe, supported by Valentine, to adjourn the meeting at 10:43 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held at 9:00 a.m., Tuesday, January 23, 2018, in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski

Helen Grabowski
Recording Secretary