

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JULY 25, 2017 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, July 25, 2017, in the Upper Level Meeting Room of the Manistee County Library. President Lind called the meeting to order at 9:01 a.m. with the Pledge of Allegiance.

Present: Elbert Purdom, Barry Lind, Kenneth Urban, Joyce Valentine, and Rosalind Jaffe (9:06 – 10:50 a.m.)

Others: Richard Schmidt, Manistee County Board of Commissioners Liaison; David Richards, Vanderwal, Spratto & Richards; Larry Vander Klok, Staff; Andrea Cosier, Head of Youth Services – Assistant Director; Charles Haemker, Executive Director; and Helen Grabowski, Recording Secretary

Approval of Agenda

Motion by Urban, supported by Valentine, to approve the agenda with the following changes: under New Business table discussion on Branch delivery until the August meeting and add Marketing, Branding, Website Design and Hosting under Old Business. All voting in favor. Motion carried.

Minutes

Motion by Valentine. supported by Purdom, to approve the minutes of the June 27, 2017, regular meeting as presented. All voting in favor. Motion carried.

Motion by Valentine, supported by Urban, to approve the minutes of the July 5, 2017, special meeting as presented. All voting in favor. Motion carried.

Public Comment

None offered.

Correspondence

Mr. Haemker received the following correspondence:

- Checks from Manistee County for May (\$8,505.26) and June 2017 (\$13,318.38) Penal Fines.
- Checks from the State of MI for first half of State Aid (\$7,468.58) and 1st Quarter Reimbursement to County Libraries (\$779.51).
- Invoice from Manistee County Library Treasurer for over payment of June Penal Fines (\$464.87).

Financial Reports

At last month's meeting, the Board tabled acceptance of the financial reports for the period ending May 31, 2017. Mr. Haemker has met with Mr. Richards and the questions/issues that arose at the June Board meeting were addressed.

Motion by Jaffe, supported by Valentine, to accept as presented the financial reports for the period ending May 31, 2017. All voting in favor. Motion carried.

Financial Reports

In reviewing the Financial Reports for the period ending June 30, 2017, Mr. Richards noted the following:

- Penal Fine Revenue for June 2017 is higher than what it has been for several months. Percentage of total revenue received this fiscal year is less than budgeted.
- Prepaid Expenditures (1041.00) does not vary from month-to-month. Any adjustments will be made at the end of the year.
- Note Payable – Manistee County (3007.00) reflects the May payment.
- The majority of the Library's revenue has been received. Revenue received for the balance of the fiscal year will not have much impact on the bottom line.
- Nine months into the fiscal year, expense line items should be at 75% of budget. This is not true with all line items as materials/supplies are ordered at the beginning of the fiscal year.
- Net Income is \$357,014.58. By the end of the fiscal year, the Library should break even.

The Board had questions on the financials and acceptance was tabled until the August meeting.

Administrative Report

Mr. Haemker had no additions to the Administrative Report.

Questions arose as to why circulation statistics are down significantly in Kaleva and Onkama. Overall system-wide it is up slightly from last year (less than 1%).

Committee Reports

Facilities - At their meeting on the 11th of July, the committee reviewed the HVAC Service Agreements with Control Solutions, Inc., D & W Mechanical, and Temperature Control, Inc. Mr. Haemker also gave an update on the public parking lot entrance remodel project.

Finance - The Committee met on the 12th of July and discussed issues that could impact the tentative FY 2017-2018 budget. They included possible changes to branch delivery, new Director's compensation, and outcome of labor negotiations. The August 10 meeting is cancelled due to a conflict with labor negotiations.

Personnel - The Committee met on the 13th of July and discussed changes to Branch delivery. Mr. Haemker also gave an update on the Head of Circulation position.

The Ad Hoc Executive Director Search – The committee met on Monday, July 24 to discuss how to proceed since Stephanie Williams has declined the Executive Director's position. The opening will be reposted with applications due by August 14, 2017.

The following committees have not met since the last Board meeting: Policy, Lease & Services, and Technology.

Old Business

ALA Annual Conference - At the ALA Conference, Andrea Cosier attended several sessions on marketing and how literacy is changing. She also had the opportunity to meet several authors.

Public Parking Lot Entrance Remodel - The contract for the remodel project has been received and needs to be reviewed before it is signed. Tridonn Construction Company has applied for permits and Mr. Haemker estimates that construction could start in 4 to 6 weeks.

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JULY 25, 2017 PAGE 3

Old Business (continued)

Marketing, Branding, Website Design and Hosting - At the June meeting, the Board recommended Mr. Haemker do what he can in selecting a Marketing, Branding, Website Design and Hosting firm. In order to get a firm in place before his retirement, Mr. Haemker is requesting assistance from the Board. Joyce Valentine and Kenneth Urban volunteered to be on an ad hoc Public Relations Marketing Search Committee to interview the firms that were selected earlier.

New Business

RFP for Appraisal Services - Previously, the Board requested that the significant art works and Audubon book be appraised for insurance purposes. Based on the International Institute of Appraisers web site, Mr. Haemker identified elements associated with professional appraisers to do a Request for Bids. The Board reviewed the Request for Bids and the following motion was made:

Motion by Jaffe, supported by Urban, to approve the Request for Bids to provide an insurance appraisal of "The Birds of America" double elephant folio (a.k.a. the J. Bien Edition) and eight paintings. Furthermore, the Executive Director is authorized to advertise, conduct the bid opening, conduct interviews, review the bids, and prepare a recommendation to the MCL Board regarding the award of appraisal services. All voting in favor. Motion carried.

Arcadia Branch Agreement with the Pleasant Valley Community Center - The initial term (seven years) of the lease agreement between Pleasant Valley Community Center, Inc. and the Manistee County Library Board of Trustees expires on August 1, 2017. Following the initial term, the agreement automatically renews for additional terms of one (1) year. Mr. Haemker wanted the Board to be aware of the terms of the agreement in case the Board needs to make decisions about future Branch operations. At this time, no action is needed.

Future Agenda Items - Discussion of FY 2017 – 2018 Budget changes, Budget Hearing and passage of FY 2017 – 2018 Budget, and FY 2016 – 2017 Budget Adjustments.

Meet the MCL Staff

Larry Vander Klok was this month's featured employee.

Library Trustee Comments

None offered.

Information Items

The Board received the following Manistee News Advocate articles: Library offers Williams executive director position (07/06/17) and It's Alive, It's Alive (07/13/17).

Adjourn

Motion by Urban, supported by Valentine, to adjourn the meeting at 10:50 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, August 22, 2017.


Helen Grabowski
Recording Secretary