

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

Present: Barry Lind, Elbert Purdom, Kenneth Urban, and Joyce Valentine

Absent: Rosalind Jaffe (with prior notification)

Others: David Richards, Vanderwal, Spratto & Richards; Debra Greenacre, Executive Director; Molly Yapple, Staff; **Richard Schmidt**, and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their regular monthly meeting in the Library's Upper Level Meeting Room on Tuesday, November 27, 2017. President Lind called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Approval of Agenda

Motion by Urban, supported by Valentine, to amend the meeting's agenda with the addition of a request from Mrs. Greenacre for full-time employees to work 40 hours a week under New Business C. All voting in favor.

Motion carried.

Minutes

Motion by Urban, supported by Valentine, to approve as presented the minutes of the regular meeting of October 24, 2017. All voting in favor. Motion carried.

Public Comment

None offered.

Correspondence

None noted.

Financial Reports

Mr. Richards' report to the Board on the financials ending October 31, 2017 included:

- Financial reports are a "draft" as the fiscal year-end reconciliation is not complete.
- One month into the fiscal year, there is no need for concern.
- Penal Fine Revenue received was \$9,181.08. This is less than what was received last October.
- Other revenue is minimal, but there is no need for concern as this is normal for this time in the fiscal year.
- The only revenue to the Capital Improvement Fund is interest.
- Net loss as of October 31, 2017 is \$112,901.72. This will change as the majority of the Library's revenue will be received in the next few months.

In reviewing the Balance Sheet for the Capital Improvement Fund, the question came up about transferring \$150.12 in 310.25 - Assigned for Misc. Projects to 320.00 Unassigned. Mr. Richards has no problem in transferring the funds and the following motion was received:

Motion by Valentine, supported by Urban, to transfer \$150.12 from the Library's Capital Improvement Fund 310.25 Assigned for Misc. Projects to 320.00 Unassigned. All voting in favor. Motion carried.

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Administrative Report

Additions to the Executive Director's Report include staff is planning to participate in the Sleighbell parade, Santa will be visiting all Library's locations except Arcadia, and beginning December 1 staff will keep count of the number of people who visit the Library.

Committee Reports

Reports - The committees have not met since the last Board meeting.

Set committee meetings - The Personnel Committee plans on meeting December 6 and the ad hoc Marketing, Branding & Web Site Committee will met on December 14. No other dates for committee meetings were set and it was the consensus of the Board to wait until after the January organizational meeting to set dates/times.

Old Business

Benefit pay-off for Charles Haemker and Andrea Cosier - In their packet, the Board received a memorandum from Manistee County HR Manager/Assistant Administrator Lisa Sagala for pay-off of accumulated personal and vacation leave for Charles Haemker and Andrea Cosier. (Mr. Haemker's pay-off is revised from what the Board received at last month.)

Motion by Urban, supported by Valentine, to authorize payment of \$933.80 for unused personal and vacation hours for Charles Haemker with payment to be processed as soon as possible. Further moved, that the Board President or presiding officers in their absence is authorized to sign the memorandum for pay-off of unused accumulated personal and vacation leave on behalf of the Manistee County Library Board. Roll call: Purdom – yes, Lind – yes, Urban – yes, Valentine – yes. Motion carried.

Motion by Valentine, supported by Urban, to authorize payment of \$1,911.48 for unused personal and vacation hours for Andrea Cosier with payment to be processed as soon as possible. Further moved, that the Board President or presiding officers in their absence is authorized to sign the memorandum for pay-off of unused accumulated personal and vacation leave on behalf of the Manistee County Library Board. Roll call: Valentine – yes, Urban – yes, Lind – yes, Purdom – yes. Motion carried

New Business

Strategic Plan Proposal - At last month's meeting, the Board discussed reviewing and updating the Strategic Plan with Tamara Busiwinka in January. The proposal that President Lind received from Ms. Busiwinka was not acceptable as it was to facilitate a full Strategic Plan update. President Lind has requested a revised proposal, but at the time of the meeting has not received a proposal. In the discussion that followed as to whether it was necessary to have an out-side facilitator; the Board's consensus was that a facilitator would help keep the Board on track. President Lind hopes to have a proposal from Ms. Busiwinka for next month's meeting for the Board's review.

Future Agenda Item - Strategic Plan update

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New Business (continued)

Authorization for extra hours - Mrs. Greenacre requested the Board consider approving full-time employees working an addition two and one-hours weekly until the full-time Circulation Clerk and Youth Librarian positions are filled. The extra hours would help with keeping Library programs going.

Motion by Urban, supported by Valentine, to authorize full-time employee to work 40 hours per week beginning the 18th of December and ending when the Circulation Clerk and Youth Librarian positions are filled. Roll call: Purdom – yes, Lind – yes, Urban – yes, Valentine – yes. Motion carried.

Meet the MCL Staff

Molly Yaple was this month's featured staff.

Board Trustee Comments

There were no Board comments.

Other/Adjourn

In their packet, the Board received the following informational item: Manistee News article: Greenacre welcomed as library's new executive director (11/21/17).

Motion by Valentine, supported by Urban, to adjourn the meeting at 10:40 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., Wednesday, December 27, 2017, in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski

Helen Grabowski
Recording Secretary