

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
JANUARY 23, 2018 PAGE 1

Present: Barry Lind, Joyce Valentine, and Rosalind Jaffe

Absent: Barbara Sedler ~~Sleder~~

Others: David Richards, Vanderwal, Spratto & Richards; (9:00 – 9:35 a.m.); Dylan Savela, Manistee News Advocate; Tamara Busiwinka, (Latitude 44); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their organizational/regular monthly meeting in the Library's Upper Level Meeting Room on Tuesday, January 23, 2018. Last year's President, Mr. Lind called the organizational meeting to order at 9:08 a.m. with the Pledge of Allegiance.

Before requesting nominations for Board officers, Mr. Lind announced that Kenneth Urban has resigned from the Board effective immediately.

Election of Officers

Mr. Lind requested nominations for Board President and the following was received:

Motion by Jaffe, supported by Valentine, to nominate Barry Lind for President. All voting in favor. Motion carried.

The following nomination was received for Treasurer:

Motion by Valentine, supported by Lind, to nominate Rosalind Jaffe for Treasurer. All voting in favor. Motion carried.

The following nomination was received for Vice-President:

Motion by Jaffe, supported by Lind, to nominate Joyce Valentine for Vice-President. All voting in favor. Motion carried.

The Secretary's position was left vacant until next month's meeting.

2018 Calendar - Meeting Dates/Times

Motion by Valentine, supported by Jaffe, to set the February and March meeting for the fourth Tuesday of the month at 9:00 a.m. Meetings for the remainder of 2018 will be set at the February meeting. All voting in favor. Motion carried.

Board Committee Appointments

Committee appointments were tabled until there is a full Board.

Approval of Agenda

There were no changes/corrections/additions to the meeting's agenda and the following motion was made:

Motion by Jaffe, supported by Valentine, to approve as presented the agenda for the meeting. All voting in favor. Motion carried.

Minutes

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

Public Comment

None offered.

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Correspondence

Mrs. Greenance received the following correspondence:

- donation from PCA;
- thank-you from Kaleva resident for the Watercolor Program; and,
- e-mail from a Manistee patron complimenting on the service she received from a Reference person.

Financials

David Richards' report/comments to the Board for the first quarter of the fiscal year ending December 31, 2017, included:

- Selma Johnson funds for the year (except interest) has been spent.
- Received \$49,431.27 in Property Tax Revenue. This is lower than normal from previous checks received in December. January and February 2018 checks will be significantly more.
- Received \$13,086.21 in Penal Fine Revenue. Total Penal Fine revenue received this fiscal year is 28.5% of the budgeted amount.
- There is no need for concern for the expense line items that are over 25% of budgeted amounts as some materials/items are purchased at different times throughout the year.
- The transfer of \$155.95 from 310.25 Assigned to Misc. Projects to 320.00 Unassigned approved at the November meetings has not been made.
- Net loss for the period ending December 31, 2017, is \$199,970.56. This is less than what it has been in previous years.

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

Administrative Report

Mrs. Greenacre noted the following:

- The Assistant Director's position has been advertised and plans are to conduct interviews the second week of February.
- The Youth Services Coordinator position/job description is currently under union review.
- A web-site RFP is being worked on. Staff is making changes to the current web-site until a new one is launched.
- Will be attending a millage campaign workshop on February 28.
- Completed the millage ballot language.
- Received a check from the Selma Johnson Fund.
- Working on the State Aid Report.
- Cancelled Rides delivery at Branches (except Wellston).
- Started "Ask the Tech Guy" on Thursdays.
- Contacted by several groups who are interested in collaborating with the Library.

In reviewing the Circulation Statistics, Mrs. Greenacre noted that MelCat numbers have more than doubled since last month, and Onekama borrowers and previous month's comparisons are missing from the report. More space is needed in the Library as the number of Wi Fi users is more than double of those who use the computers.

Committee Reports

Facilities - The Facilities Committee (Barry Lind, Rosalind Jaffe and Debra Greenacre) met on Wednesday, January 3, 2018. Discussed were color schemes for possible painting projects at Manistee, estimated capital improvement budget for 2018 that includes the purchase of furniture for patron seating and other replacement items. The committee also reviewed the stairwell project including asbestos remediation and new railing.

Mrs. Greenacre will create a 3-5 year capital improvement plan for the committee's review.

In the discussion that followed about asbestos remediation, it was the consensus of the Board to have Mrs. Greenacre submit a grant application to the Local Revenue Sharing Board requesting funding.

The other committees did not meet.

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Old Business

No agenda items

New Business

2018 Holiday Schedule - In their packet, the Board received a proposed 2018 holiday schedule which coincides with the days the County Courthouse is closed. In the discussion that followed, one Board member was concerned that the Library is closed several of the same days the schools are. Moving forward, more flexibility in the days the Library is open to the public needs to be considered. It was the consensus of the Board to follow the proposed schedule for 2018 and consider being open some of the holidays next year.

Motion by Jaffe, supported by Valentine, to accept the 2018 Holiday schedule as presented with the change to the date of the day after Thanksgiving to November 23. All voting in favor. Motion carried.

Change in Kaleva Branch Library Hours - Kaleva Branch Manager Pamela Papenfuss requested that the Board change the evening the Library is open until 7:00 p.m. from Wednesday to Tuesday. Being open late on Wednesdays, is a conflict with other community events in Kaleva.

Motion by Valentine, supported by Jaffe, to approve that the Kaleva Branch Library be open on Tuesdays, 12:30 – 7:00 p.m. and Wednesdays 10:30 – 5:00 p.m. beginning February 6, 2018. All voting in favor. Motion carried.

2018 Millage renewal Ballot Language - Mrs. Greenacre contacted the County Clerk and Administrator regarding the 2018 millage renewal. Roger Elbers, Equalization Director has provided the estimated first year collection and the Prosecuting Attorney approved the ballot language.

Motion by Jaffe, supported by Valentine, to approve the tax rate, period that the millage is to be applied, and the estimated first year collection of \$1,105,425 that are included in the "Library Operating Renewal Proposition" ballot language as follows:

"Shall the County of Manistee renew a previously voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on general ad valorem taxes with the County of Manistee at 1.000 mill (\$1.00 per \$1,000.00 taxable value) for the period of 2018 through 2022, inclusive, for operational and building maintenance cost at the Manistee County Library, and shall the County of Manistee levy such a renewal in millage for said purpose, thereby raising in the first year an estimated \$1,105,425."

Further moved, that the Manistee County Library Board authorize the Executive Director to complete the process to place the "Library Operating Renewal Proposal" on the August 6, 2018 ballot. Roll call: Valentine – yes, Lind – yes, Jaffe – yes. Motion carried.

Board Comments

Board members expressed their regrets that Mr. Urban resigned from the Board.

Motion by Valentine, supported by Jaffe, to formally accept the resignation of Kenneth Urban from the Library Board effective immediately. All voting in favor. Motion carried.

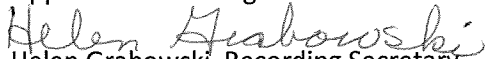
Informational Items

Manistee News Advocate articles: Library to offer new events, opportunities in 2018 (January 13/14, 2018) and Bringing Back the Arts (January 17, 2018).

Other/Adjourn

Motion by Jaffe, supported by Valentine, to adjourn the meeting at 10:15 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee Library Board will be held at 9:00 a.m., Tuesday, February 27, 2018, in the Upper Level Meeting Room.


Helen Grabowski, Recording Secretary