

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
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Present: Barry Lind, Rosalind Jaffe, Joyce Valentine, Barbara Sleder, and Tamara Buswinka

Others: David Richards, Vanderwal, Spratto & Richards (9:00 - 9:30 a.m.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their regular monthly meeting (February) in the Library's Upper Level Meeting Room on Tuesday, March 6, 2018. President Lind called the meeting to order at 9:05 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 Jaffe, supported by Valentine, to approve the minutes of the regular meeting of January 23, 2018, with the correction to the spelling of Barbara Sleder's last name. All voting in favor. Motion carried.

(At last month's meeting, the Board approved the 2018 Millage renewal ballot language. The paperwork the Board received had the date of August 6, 2018 instead of August 7, 2018.)

Public Comment

None offered.

Correspondence

Mrs. Greenacre received the following correspondence:

- The Manistee County Board of Commissioners has approved the Library's millage proposition. It will be added to the 2018 August Primary Election ballot for six (6) years, 2018 through 2023.

Before proceeding with the meeting, President Lind introduced and welcomed Barbara Sleder and Tamara Buswinka to the Board.

Financial Reports

Mr. Richard's report to the Board on the financials for the period ending January 31, 2018, included:

- Prepaid Expenditures (1041.00) will remain the same until fiscal year-end.
- Total revenue received for January was \$466,417.55. The major portion was Current Property Taxes (\$423,875.77).
- Penal Fine revenue is slightly above the budgeted amount. It is early to tell if Penal Fines for the fiscal year will exceed the projected amount.
- The Library is in a better position than in previous years four months into the fiscal year.
- Net Income for the four months ending January 31, 2018 is \$174,981.44.

Motion by Buswinka, supported by Sleder, to accept as presented the Financial Reports for the period ending January 31, 2018. All voting in favor. Motion carried.

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Administrative Report

Mrs. Greenacre noted that she has submitted the State-aid report, the elevator phone has been connected, and Julie Herringa has been selected as Assistant Director.

Committee Reports

The committees have not met.

Old Business

Set Board Meeting Dates/Times for 2018 - At the organizational meeting in January, the Board delayed setting the dates/times of the April – December meetings. The following motion was received setting the meetings:

Motion by Jaffe, supported by Valentine, to establish the Board meeting dates/times for the remainder of the calendar year. Meetings will be held at 9:00 a.m. the fourth Tuesday of the month except in December when the meeting will be the third Tuesday. All voting in favor. Motion carried.

Committee Appointments - Before appointing Committee members, President Lind recommended combining the Ad hoc Branding and Website Committee with the Technology Committee. For the short-term, he deferred appointing anyone to the Ad hoc Lease and Services Agreement Committee.

The following appointments were made:

Facilities: Rosalind Jaffe and Barbara Sleder
Policy: Joyce Valentine and Tamara Buswinka
Personnel: Barry Lind and Tamara Buswinka
Finance: Rosalind Jaffe and Barbara Sleder
Technology: Joyce Valentine and Barry Lind

(President Lind noted that it's the Board's expectation that notes from the Committee meetings be made available to the full Board.)

Board Secretary - In January, the Board delayed filling the Secretary's position until the Board's vacancies were filled. President Lind requested nominations for Secretary and the following was received:

Motion by Sleder, supported by Valentine, to nominate Tamara Buswinka as Board Secretary. All voting in favor. Motion carried.

Strategic Plan Review - In their packet, the Board received a "draft" of the Library's 2018 Strategic Plan. The Board discussed the outcomes and timeline and decided to delete the 2020 – 2021 fiscal year. The Board tabled approval of the Strategic Plan until the implementation of the plan can be defined.

New Business

Lawn Care – For the past couple of years, the Library hired a company to cut the lawn in Manistee. Mrs. Greenacre requested the Board's input as go out for bids, keep the current company, or have the Library's Custodian do it. It was the consensus of the Board to have Mrs. Greenacre advertise for bids.

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New Business (continued)

Millage Renewal - At the meeting, the Board received hand-outs from the 2018 Millage Campaign Workshop that Mrs. Greenacre attended last month. The Board discussed involvement of Library Staff/Board in the millage campaign.

Selma Fund Expenditures - At the meeting, the Board received a breakdown by Branch of expenditures from the 2018 Selma Johnson Fund. A discussion followed on the provisions of the trust and what is considered capital purchases. It was the consensus of the Board to limit purchases to physical items until a clear definition on what is a capital purchase.

Motion by Buswinka, supported by Sleder, to accept Mrs. Greenacre's recommendation for 2018 Selma Johnson Fund expenditures of \$25,800. Roll call: Buswinka - yes, Valentine- yes, Sleder - yes, Jaffe – yes, Lind – yes. Motion carried.

Website Design - Mrs. Greenacre emailed the Request for Proposal to three firms and no proposals were received. Pam Spoor and Nick Wallett have been changing/updating the Library's website. The Library will be staying with the current platform until the Library decides how to proceed.

Board Trustee Comments

Ms. Jaffe and Mrs. Greenacre meet with two members from the Lakeside Club. They plan on doing a photo inventory of their paintings/artwork and tag their items.

Before adjourning the meeting, President Lind polled the Board on their thoughts of holding the April – July regular meetings at the Branches. No change to the meeting locations were made at the meeting.

Information Items - Manistee News Advocate Articles – Library sets stage for new year at organizational meeting (January 24, 2018); Supporting Family Game Night: 100 Women Who Care donate board games to libraries (January 25, 2018); and Library looks to fill two positions to complete new-look staff (January 31, 2018); and Seating, comfort for patrons a priority for library officials (February 9, 2018).

Motion by Sleder, supported by Valentine, to adjourn the meeting at 11:40 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, March 27, 2018, in the Library's Upper Level Meeting Room.



Helen Grabowski
Recording Secretary