

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
NOVEMBER 27, 2018 PAGE 1

Present: Barry Lind, Rosalind Jaffe, Tamara Buswinka, Barbara Sleder and Joyce Valentine

Others: David Richards, Vanderwal, Spratto & Richards (9:00 - 11:30 a.m.); Richard Schmidt, Manistee County Board of Commissioners Liaison; Debra Greenacre, Executive Director; 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, 2018. President Lind called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Approval of Agenda

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

Minutes

Motion by Buswinka, supported by Valentine, to approve as presented the minutes of the regular meeting of October 23, 2018. All voting in favor. Motion carried.

Public Comment

No public in attendance.

Correspondence

The following correspondence was received by Mrs. Greenacre:

- Fund statement from the Manistee County Community Foundation for the period July 1 - September 30, 2018.
- Notice from the Village of Kaleva regarding a 38.5% increase in water bills for the first quarter of 2019.
- Letter from Barbara Sleder.
- Documentation of MERs pension overbilling from County.
- Letter from the law office of Krolczyk & Quinn on behalf of their client accepting full responsibility for damages to the Onekama book box.

Financial Reports

Mr. Richards will present the September, October and November Financial Reports at the next meeting.

Administrative Report

The attendance at the last few Juvenile Programs has been great and the Christmas Party will be held at the Armory. Mrs. Greenacre shared the agenda for the November 14, 2018, Manistee Area Leadership Program.

Circulation statistics were briefly discussed and the Board was pleased that the numbers are increasing.

Committee Reports

The Policy Committee (Tamara Buswinka, Joyce Valentine, and Debra Greenacre) met on the 16th of November. They reviewed the "Michigan Public Library Trustee Manual" and strongly recommended each Board member read the manual to understand their role and responsibility as a member of the Board. They also discussed the Executive Director's evaluation and revised the Library's Mileage Reimbursement Policy.

Old Business

Library Projects Update – Mrs. Greenacre is still waiting on the structural assessment report from the Spicer Group and a second quote for new floor tiles. The indoor book drop box and shelving should arrive the first week of December.

Bylaws Discussion - The Policy Committee did not made any revisions/changes to the Library Bylaws that the Board received at the last meeting. Mrs. Buswinka went through the changes/additions and the Board had a lengthy discussion regarding some of the changes/additions. Mr. Richards recommended that the Board have an attorney review the Bylaws so they are in compliance with state law.

New Business

Manistee County Library Mileage Reimbursement Policy - When the Policy Committee met, they reviewed the mileage policy that was approved in September 2008. The revised policy would require that staff use the Library vehicle when available and staff would be eligible for mileage both ways when returning to Manistee to work the remainder of the day. If ending their day at the Branch, then mileage will be limited to one way.

Motion by Buswinka, supported by Jaffe, to approve as presented the Library Mileage Reimbursement Policy with the change from Library van to Library vehicle. All voting in favor. Motion carried.

County Service Award Policy - In their packet, the Board received an email from Lisa Sagala, Manistee County's HR Manager/ Assistant Administrator along with the County's Service Awards Policy that recognizes and show appreciation to those employees who have demonstrated their commitment through continued employment. Previously, employees selected a gift and were recognized at the annual employee luncheon in December. Instead of a gift, the employee will now receive a monetary award based on the years of cumulative service. In the discussion that followed, some Board members suggested to have a Library employee luncheon or a representative from the Library Board present the award to the employee at the County's luncheon. Also discussed, was if the monetary award is taxable. (The County has renamed the policy and now is called the Service Longevity Policy.)

Motion by Buswinka, supported by Sleder, to reimburse the County \$200 as the Library's cost for 2018 to participate in honoring those Library employees who have reached a service milestone.

Roll call: Sleder – yes, Jaffe – yes, Lind – yes, Valentine – no, Buswinka – yes. Motion carried.

Meeting Room Policy Discussion - Mrs. Greenacre received an email from Stacie Bytwork at the Chamber of Commerce requesting a discussion be held with the Board about having private events for families, kids, etc. in the Library's Meeting Room. Currently, the policy permits nonprofit groups that are educational, cultural, or civic in content to use the room **and must be open to the public**. No changes to the policy were made and this was referred to the Policy Committee for further discussion/review.

Board Trustee Comments

The following comments were received from Ms. Jaffe:

- The Friends of the Library will be decorating the Library for Christmas on the 27th of November.
- The Friends will be holding a Christmas potluck luncheon on the 12th of December.
- The President of Project Read was concerned when someone inquired at the Library about Project Read staff did not have any information.

Consideration of Closed Session for the Executive Director Evaluation

President Lind began by asking Mrs. Buswinka if the Board is doing an evaluation today, or if she wanted to discuss the process. At this time, she is still working on the draft evaluation and it will be sometime before it is finished. In the discussion that followed, Ms. Jaffe felt it is important that an evaluation is done within the next month or two. Although the form might not be perfect, President Lind recommended that the Personnel Committee met and finalize the form and distribute it to the rest of the Board in advance of the December meeting when a closed session can be held.

Other/Adjourn

In their packet, the Board received the following informational item: Manistee News article: Lakeside Club donates to 10 local organizations (Oct. 29, 2018).

Motion by Sleder, supported by Jaffe, to adjourn the meeting at 12 noon. 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, December 18, 2018, in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski
Recording Secretary