

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

Absent: Rosalind Jaffe with prior notification

Others: Richard Schmidt, Manistee County Board of Commissioners Liaison; David Richards, Vanderwal, Spratto & Richards (9:10 – 9:27 am.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

The regular monthly meeting of the Manistee County Library Board was held in the Library's Upper Level Meeting Room on Tuesday, February 26, 2019. President Valentine called the meeting to order at 9:07 a.m. with the Pledge of Allegiance.

**Agenda**

Motion by Buswinka, supported by Sleder, to approve the agenda as presented with the addition under New Business – Personnel Committee's recommendation for a new management position. All voting in favor. Motion carried.

**Minutes**

Motion by Lind, supported by Sleder, to approve the minutes of the regular meeting of February 5, 2019, as presented. All voting in favor. Motion carried.

**Public Comment**

None

**Correspondence**

The Board received a revised Manistee County Community Foundation statement for the period ending December 31, 2018. The statement received at the last meeting did not include an investment advisor fee.

**Financial Reports**

At the meeting, the Board received revised December 2018 Financial Reports and reports for the period ending January 31, 2019. The December Reports the Board approved at the last meeting did not reflect the correct Penal Fine revenue.

Mr. Richards reviewed with the Board the Financial Reports ending January 31, 2019 and noted:

- Accounts payables to the County are normal.
- Accounts Receivable is the final MERs payment as the County will have fully paid back the amount due the Library.
- Penal Fine revenue is ahead of budgeted amount. This month's check (\$9,669.02) is less than those received the last few months.
- Received \$321,449.90 in Property Tax revenue. This is down considerably from what was received at this time last year.
- Expense line items are not all at 33.33% of budget as some line items (contracts, maintenance supplies, etc.) are not equally purchased/spent throughout the fiscal year.

Motion by Lind, supported by Buswinka, to accept as presented the Financial Reports for the period ending January 31, 2019 and the revised December 2018 reports. All voting in favor. Motion carried.

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**Administrative Report**

Mrs. Greenacre noted the following additions to the Administrative Report:

- The part-time Circulation Clerk's position has been posted internally.
- There are not a lot of applicants for the two vacant Branch Manager's positions. One applicant will be interviewed today.
- The Library is hosting a Spring Author event with one program in March and two in April.
- The snowbanks have been removed from the parking lot.
- There have been more problems/issues with the HVAC and Temperature Control has been on-site.
- A staff training session on Customer Service is being planned after the Summer Reading Program.
- Received a proposal from Midwest Collaborative for Library Services for strategic planning. (The Board received the proposal to review and it will be discussed at the March meeting.)

**Committee Reports**

Personnel Committee - The Personnel Committee (Barbara Sleder, Barry Lind and Debra Greenacre) met on February 22, 2019 and discussed the Director's questions on her work plan based on the Strategic Plan and moving her annual evaluation to the end of the fiscal year. The Committee also discussed Mrs. Greenacre's request to create a new management position.

**Old Business**

Library Projects Update - Mrs. Greenacre had no updates on the projects. The Facilities Committee plan on meeting March 1 and at next month's meeting there should be updates.

**New Business**

New Management Position - Mrs. Greenacre would like to create another management position for Manistee. This position would free up time for her to take the Library into the future and provide communities with the service they deserve. The position (Assistant Director for Public Services) would report to the Executive Director and oversee the day-to-day operations and training, supervision and evaluations of Circulation Clerks, Reference Librarians and Pages. With paying off the HVAC Loan to the County early, \$30,000 a year has been freed up from the budget along with other cost savings and an excess in Library's revenue last year. The current Assistant Director position would be renamed to Assistant Director for Branch Services.

Motion by Lind, supported by Sleder, to authorize the Executive Director to post and hire an Assistant Director for Public Services. Roll call: Sleder - yes, Valentine - yes, Lind - yes, Buswinka - yes. Motion carried.

Trustee Video - The Board viewed a short video on *Board Ethics* and received a handout of the material covered.

The video suggested that the Library should have a grievance policy in the event an employee has a grievance with the Executive Director. The Policy Committee worked on a policy last year, and it was suggested that be revisited.

In the discussion that followed, the question was raised if the Board has an adequate discussion monthly with the Library's accountant. One Board member suggested a tutorial on how to read the Financial Reports. It was also suggested that the invoices paid the previous month be approved by the Board. When the Financial Policy is reviewed, it was suggested the Policy Committee come up with a process that fits the Library

**Board Trustee Comments**

President Valentine is looking forward to continuing with the Trustee Video as they are very informative.

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**Informational Items**

Manistee News Advocate articles: Library Board discusses future renovations (02/06/19) and Sproul launches new role as library youth service director (02/07/19). Also, Manistee Area Chamber of Commerce Festival of Trees Charity Check Presentation.

**Adjourn/Other**

Motion by Lind, supported by Buswinka, 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., Tuesday, March 26, 2019 in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski  
Recording Secretary