

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
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The regular monthly meeting of the Manistee County Library Board was held on Tuesday, July 23, 2019, in the Upper Level Meeting Room of the Manistee County Library. President Valentine called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Present:

Barry Lind, Joyce Valentine, Rosalind Jaffe, and Barbara Sleder

Absent:

Tamara Buswinka (with prior notification)

Others:

Richard Schmidt, Manistee County Board of Commissioners Liaison; Deanna Marsh, Eagle 101.5 FM (9:03-9:18 a.m.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

Approval of Agenda

Motion by Sleder, supported by Jaffe, to approve as presented the meeting's agenda. All voting in favor. Motion carried.

Minutes

Motion by Jaffe, supported by Sleder, to approve the minutes of the June 25, 2019 regular meeting as presented. All voting in favor. Motion carried.

Public Comment

On behalf of Eagle 101.5 FM, Deanna Marsh spoke to the Board about the station promoting the library. She would like to introduce a weekly Library Program on events/happenings at the Library and what the Library has to offer.

Correspondence

Mrs. Greenacre received the Manistee County Community Foundation Fund Statement for the quarter ending June 30, 2019.

Financial Reports

Mr. Richards was unable to attend this month's meeting. The Board reviewed the reports and it was noted that the Library has received a check for Delinquent Taxes and the Personal Property Tax Reimbursement should be coming shortly. President Valentine requested a motion to accept the reports as there were no major concerns/issues.

Motion by Lind, supported by Sleder, to accept the Financial Reports for the period ending June 30, 2019 as presented. All voting in favor. Motion carried.

Administrative Report

The Muxlow Exotics Program held at the Armory Youth Project was well attended with 163 attending the program.

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Committee Reports

Facilities - The Facilities Committee (Barbara Sleder, Joyce Valentine, and Debra Greenacre) met on Wednesday, July 17. The Committee worked on a 5-year Capital Improvement Plan and discussed staff work spaces, exterior building repair (Manistee), refinishing the Meeting Room floor and new window treatments and paint (Meeting Room). The Committee also discussed updating the kitchen to make it more user-friendly. The Tech Room is scheduled to be done in September/October and the main level is to be renovated the beginning of next year. The Committee's goal is to make the Library a more welcoming environment.

Policy - The Policy Committee (Joyce Valentine, Rosalind Jaffe, and Debra Greenacre) met on Wednesday, July 17 and reviewed the updated draft of the Bylaws which included the lawyer's changes. The Committee made changes and Mrs. Greenacre will email the Board the latest version for their review. The Committee plans to review the Internet/Computer Use Policy next.

DDA Ad hoc - The DDA Ad hoc Committee (Joyce Valentine, Rosalind Jaffe, and Debra Greenacre) met on Tuesday, July 16 to discuss whether the recapture of library millage funds given to Downtown Development Authorities is automatic or needs to be initiated. There is no Board action needed at this time as Mrs. Greenacre will do more research for further discussion by the Committee as there were many questions.

The Technology, Finance and Personnel Committees did not meet.

Old Business

Library Projects Update – No additional updates.

New Business

Additional Part-Time Circulation Clerk - If the Board approves a change in Library hours at the Branches, the Branch Managers will no longer be working in Manistee. The additional part-time Circulation Clerk would fill the hours that were previously worked by them in Manistee. Originally, Mrs. Greenacre planned to wait until the 2019-2020 fiscal year, but since there are funds in this year's budget she would like to start the process.

Motion by Jaffe, supported by Sleder, to approve the hiring of a Part-time Circulation Clerk. All voting in favor. Motion carried.

Change in Branch Hours - Mrs. Greenacre is requesting that the Board consider changing the hours that the Libraries are open to better serve the communities. Manistee will open at 9:30 a.m. on Saturdays instead of 10:00 a.m. to be consistent with the opening times the rest of the week. Bear Lake, Kaleva and Onekama have been open a half-day once a week and with the change will be open a full-day. The hours they are open will be consistent except for the day they are open late. Mrs. Greenacre is recommending Wellston be open on Wednesdays as it is currently closed. Arcadia hours changed taking into consideration the hours the Community Center is open and will be open on Wednesdays from 9:00 a.m. to 1:00 p.m.

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New Business (continued)

Motion by Sleder, supported by Jaffe, to approve the change of Branch Library hours as presented to take effect on Monday, September 9, 2019. All voting in favor. Motion carried.

Strategic Plan Proposal Discussion - In their packet, the Board received a updated proposal from David Votta (Midwest Collaborative for Library Services) removing the Benchmarking Report and adding three community conversations, two with staff and one with the Board. With the changes, there is a \$3,000 reduction in the cost for strategic planning services. At this time, no Board action is required.

Final "draft" of Bylaws - The Policy Committee is recommending that the Board approve the latest revision of the Library's Bylaws. Mr. Lind noted a typo on Page 5, Article B, Section C, Number 5. He had a question about the wording on Page 3 Article 4, Section B and Page 10, Article 11. Page 3, Article 4 requires a 2/3 vote of the Board to adopt all policies and governances. Article 11 requires a majority vote of the full Board to change or revise the Bylaws. In the discussion that followed, the question came up what constitutes a majority of the Board – those present or all the members of the Board. Mr. Lind finds it unusual that all policies and governances requires a 2/3 roll call vote when the Bylaws can be changed or revised by a majority of the full Manistee County Library Board. Since the Bylaws are policy they should be the same.

Motion by Lind, supported by Jaffe, this is the first of three motions to amend the Manistee County Library Board Bylaws with the following changes:

- Page 3, Article 4, Section B. The first sentence is amended to read: Any and all policies and governance shall be formally adopted by a majority of roll call votes of the Manistee County Library Board of Trustees.
- Page 5, Article 8, Section C, Number 5. The sentence should read: Ensures the maintenance of the Board's public record.

Roll call: Lind – yes, Jaffe – yes, Sleder – yes, Valentine - yes. Motion carried.

Board Trustee Comments

The following comments were received:

Barbara Sleder - Shared feedback from grandparents about the awesome Summer Reading Program.
Joyce Valentine - During Bear Lake days she worked at the museum where bookmarks were passed out. They were well received by the kids.
Rosalind Jaffe – Offered to go the County Commissioners Meeting next month to present the budget with Mrs. Greenacre.
Barry Lind - Going back to Public Comment, there should be more thought as to how advertising dollars are spent. The radio is an appropriate medium to get the word out about the Library, but a comparable amount should be spent on Face Book advertising and other mediums.

Information Items

Manistee News Article Seeing Nature up Close - Library Program helps educate children about reptiles (07/17/19) and June 2019 invoices.

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Adjourn

Motion by Sleder, supported by Jaffe, to adjourn the meeting at 10:48 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held 9:00 a.m. on Tuesday, August 27, 2019.

Helen Grabowski
Recording Secretary