

Board Minutes 6/23/20

Call to order

The regular monthly Board Meeting of Manistee County Library Board was held at virtually via Zoom on June 23rd 2020 at 9:05am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Lauren Reed, Julie Cirone (Assistant Director), Dave Richards, Richard Schmidt.

Pledge of Allegiance was led by Joyce Valentine.

Joyce Valentine opened the meeting by introducing new Board member Lauren Reed.

Approval of Agenda

Motion to approve Agenda made by Rosalind Jaffe. Motion to support made by Lauren Reed. Agenda approved by unanimous vote.

Approval of Minutes

Motion to approve June 2nd Board Meeting Minutes as amended made by Rosalind Jaffe. Motion to support made by Richard Blue. Minutes approved by unanimous vote.

Motion to approve June 9th Special Meeting Minutes as amended made by Richard Blue. Motion to support made by Rosalind Jaffe. Minutes approved by unanimous vote.

Public Comment

There was no public attendance/comment.

Correspondence

There was no correspondence.

Financial

Dave Richards informed the Board of March/April/May financial reports. Penial fines are down as expected compared to last year (25%) due to the court system being shut down for the health crisis. Expenditures are around 50% compared to last year and are in line with what could be expected. COVID-19 has effected distribution of funds but it will level out.

Property taxes have increased and property taxes are coming in faster than the previous year. 82 percent of revenue has been received at this point for the current fiscal year. Operational costs continue to be lower than typical due to the health crisis. Interest income has already exceeded budget. June financial statements are predicted to be in line with projections. Overall, the Library is in good financial state.

COVID-19 has interrupted daily life and the economy; however it hasn't interrupted the Library revenue stream because the library is property tax funded. Rosalind Jaffe questioned if loss of revenue affecting the County may trickle down in the coming years. Dave Richards advised that this something to watch

but as of now, the Library is largely unaffected financially by COVID-19. Dave Richards recommended very few budget adjustments. He suggested waiting until the following month to watch expenditures and adding an elevator line item. It would also be reasonable to review the audit at the same time.

Rosalind Jaffe made a motion to approve the March/April/May financials as submitted. Barbara Sleder seconded the motion. The March/April/May financials were approved by unanimous vote.

Rosalind Jaffe made a motion to approve the transferring of funds in the library budget to the capital improvement fund. Barbara Sleder seconded the motion. The motion was approved by unanimous vote.

Administrative reports

Debra Greenacre presented information regarding library business in light of COVID-19. The vacant Circulation Clerk position will not be filled at this time. Staff met with Manistee County HR administration regarding the county plan and safety requirements. All staff has been properly trained regarding the plan and has signed documents regarding the plan.

Barbara Sleder reviewed her experience with Curbside Service and rated the service highly. Temperature Control installed the antivirus system to Manistee's HVAC.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Did not meet.

Policy Committee: Did not meet.

Finance Committee: To be discussed at New Business section.

Old business

Reopening Plans: Debra Greenacre discussed the reopening plan and various edits. Making appointments for outdoor laptop use is coming soon. Branches are actively being prepared and spatially reorganized for public service. Curbside Service is going very well and patrons have been responsive and happy with this new service. Locally, COVID-19 cases are rising and caution is advised.

New Business

July Board Meeting: Debra Greenacre recommended changing the July Board meeting from July 21st, 2020 back to July 28th, 2020. Barbara Sleder motioned to hold the board meeting on July 28th, 2020 at 9:00am. Rosalind Jaffe seconded. Motion approved by unanimous vote.

Executive Director Vacation Plans and Safety Precautions: Debra Greenacre is traveling for her daughter's wedding. She presented safety and quarantine plans to ensure caution. The county plan allows for travel with a quarantine period. Wearing a mask at all times in the building is an approved quarantine method. Debra will also inquire about voluntary testing upon returning.

Approve Budget: Debra Greenacre provided 20-21 tentative budget. Richard Blue stated that based on his experience with library best practices, this is a very good budget. Funds need to be transferred to the Major Capital Projects item line. Main floor carpeting, outside building work, book house improvements, tile project, new phone system, new shelving are among projects that the library is

looking to undertaking. Rosalind Jaffe recommended budgeting \$75,000 for this line item for now. The Board was informed of current painting that is happening on the main floor and mezzanine.

Rosalind Jaffee motioned to approve the 20-21 budget as amended. Richard Blue seconded the motion. Motion approved by unanimous vote.

Motion to request full voted millage be Levied: Debra Greenacre presented information regarding the millage. Debra suggested appointing a Board member as backup in case of emergency.

Barbara Sleder motioned to approve a full voted millage levy. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

CARES Act Signature: Debra Greenacre requested to have the Board authorize her to sign this \$2,000 grant. The CARES Act grant will allow the Library to purchase and be reimbursed for PPE and cleaning supplies for each library.

Barbara Sleder motioned to authorize Debra Greenacre to sign the CARES Act. Rosalind Jaffee seconded the motion. Motion approved by unanimous vote.

Board Trustee Comments

Informational Items: Joyce Valentine acknowledged that there are two new Board members this year. She surveyed the members to make sure that they felt comfortable with the information and training they had been given. Both expressed satisfaction and had no questions at the time of the meeting but were open to any additional information as it comes.

Adjournment

Richard Blue made a motion to adjourn the Board Meeting at 10:38Am. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

Julie Cirone, Assistant Director

Secretary

Date of approval