

Board Minutes 10/27/20

Call to order

The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on October 27th, 2020 at 9:02am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Lauren Reed, Julie Cirone (Assistant Director), Dave Richards. All attended remotely.

Pledge of Allegiance was led by Joyce Valentine.

Approval of Agenda

Motion to approve Agenda made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Agenda approved by unanimous vote.

Approval of Minutes

Motion to approve September 22nd, 2020 Board Meeting Minutes as amended made by Barbara Sleder. Motion to support made by Lauren Reed. Minutes approved by unanimous vote.

Public Comment

There was no public attendance/comment.

Correspondence

There was no correspondence.

Financial

Dave Richards provided the financial highlights to the Board. With the previous transfer, the capital improvement fund has a \$573,000 balance. This will be a healthy nest egg for the big projects that will be coming in the future. Dave informed the Board that he is a conservative CPA and he sees a healthy outlook on the Library's financial state and counseled transferring an additional \$200,000 from the fund balance to the capital improvement fund. Debra Greenacre agreed and said she was working on a designated list to discuss in the near future.

Administrative reports

There are two windows off the stairwell on First Street that are clouded due to failed seals. There is no way to repair the seal and the windows must be replaced. We are actively seeing bids for these replacements.

The Youth Services Coordinator has been doing weekly radio spots and is currently working on a story on 9&10 news. She is also running a virtual Halloween costume contest that is getting a lot of views and online attention.

The first portion of the C.A.R.E.S Act was submitted for the amount of \$779.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Met 9/28/20 and 10/23/20 regarding union negotiations and the Executive Director's evaluation/contract.

Facilities Committee: Did not meet due to illness.

Policy Committee: Met 9/27/20 and 10/14/20 regarding Friends of the Library and Bylaws.

Finance Committee: Did not meet.

Old business

Reopening Plans: Debra Greenace expressed a need for the Board to allow management to respond quickly in the event of changes regarding the COVID-19 situation. Although there is no talk of closure at this time on the Library of Michigan level, this is a serious situation that requires advanced planning. Delegation to management would help the library be prepared to respond quickly and effectively.

Richard Blue motioned that the board delegate authority to respond immediately to any new directives related to the COVID crisis without consulting the Board, but keeping the Board informed. Barbara Sleder seconded. Motion approved by unanimous vote.

New Business

Motion to approve Audit Proposal from Gabridge & Company: Debra Greenacre presented the 3 year contract proposal from Gabridge and Company for auditing. Rosalind Jaffe motioned to approve proposal for auditing services from Gabridge and Company. Barbara Sleder seconded. Motion approved by unanimous vote.

The motion was discussed and it was realized that authority to sign the contract must be also granted. Joyce Valentine motioned to amend the proposal to approve auditing services from Gabridge and Company and to extend authority to Debra Greenacre or Julie Cirone to sign the contract as needed. Amendment approved by unanimous vote.

Directors Evaluation and contract: Joyce Valentine presented Debra's evaluation and commented that it is quite favorable. In addition to a positive review, the Board presented Debra Greenacre with a commendation and letter of recognition for her work during the pandemic. The Board thanked Debra Greenacre and Julie Cirone for their leadership, creativity, and dedication to the Library. Joyce Valentine commented that the amount of resourcefulness and adaptation required has been incredible. Below is the letter of recognition:

“September 22nd, 2020

Debra:

We, the Manistee County Library Board, wish to recognize the exceptional accomplishments of its two managers, you and Julie Cirone, who performed necessary Library business , technical and public service operations during the nine (9) weeks of the COVID-19 pandemic lockdown while others of the 15-member Library staff were on paid leave of absence for their protection—operations including payroll, oversight of planned Library building maintenance and renovations, continuation of online

public services, establishment of detailed reopening plans and procedures, starting the necessary facilities changes for personnel and patron protection, while establishing a number of creative communications, virtual and in -person on the library’s status.

The Library Board of Directors thanks you for solving all the problems the shutdown entailed and keeping both the Board and the public informed at each stage of the shutdown and recovery.

Recognizing the hard work, long hours and learning and adapting to deal with the new challenges that had to be met for the accomplishments listed above, the Board is granting you 20 days of paid compensatory time off to be taken as you wish during your next contract year, and we recommend that you make the same arrangement for Julie.

Thank you again for your hard work and accomplishments,

Manistee County Library Board of Directors”

Richard Blue motioned that the letter of recognition be presented to Debra Greenacre as soon as possible. Rosalind Jaffe seconded. Motion approved by unanimous vote.

Richard Blue motioned to approve Debra Greenacre’s contract as written. Barbara Sleder seconded. Motion approved by unanimous vote.

Board Trustee Comments

The Library Board discussed additional marketing strategies the Library could partake in to reach new potential patrons. Avenues explored include designing a billboard and creating a mass mailer to send to everyone in the county. Debra Greenacre thanked the Board for suggestions and informed the Board of every marketing avenue the Library is currently utilizing.

Adjournment

Barbara Sleder made a motion to adjourn the Board Meeting at 10:04 AM. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

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| Julie Cirone, Assistant Director Secretary |
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| Date of approval |
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