



# **Manistee County Library**

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## **Board of Trustees Meeting Minutes**

**February 23, 2021**

**9:00 AM**

**ONLINE**

**Call to Order:** Meeting was called to order at 9:04 AM.

**Roll Call:** Board members present through Zoom-Richard Blue (Manistee), Kenneth Urban (Manistee), Rosalind Jaffe (Onekama Township), Lauren Reed (Manistee), and Joyce Valentine (Bear Lake Township); also present through Zoom meeting-Director Debra Greenacre (Manistee), Assistant Director Julie Cirone (Manistee), Richard Schmidt (Maple Grove Township), Dave Richards (Manistee), Ron Stoneman (Manistee), and Shannon Westgate (Manistee).

**Agenda:** Jaffe moved, Reed seconded to approve the minutes as amended. Vote: unanimous- yes. Approved.

**Public Comment:** None.

**Minutes:** Reed moved, Blue seconded to approve the January 26, 2021 regular meeting minutes as amended. Vote: unanimous- yes. Approved.

**MAPS Superintendent Presentation:** Ron Stoneman presented the MAPS 2020/21 District Vision Plan and bond proposal. President Valentine thanked Mr. Stoneman for his time and presentation.

**Correspondence:** None.

**Financials – January Financial Reports:** Dave Richards presented financial information for the month of January. Penal fines are still lagging; they are expected to pick up as courts become more active. The Library is now less than half way through the fiscal year. Vice President Blue inquired why the lost/damaged materials were \$684. Director Greenacre explained that when a patron loses or damages another Library's materials, MCL must pay for Library of origin for the item. Vice President Blue was originally concerned that one item was that expensive or that a computer was damaged. Director Greenacre confirmed that this was not the case. When possible, MCL does collect money for the damaged items from the responsible patron. Urban moved, Jaffe seconded to accept the January Financial Report. Vote: unanimous- yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming projects. State Aid report was completed. Vice President Blue asked when State Aid was due. Director Greenacre responded that State Aid is due February 1<sup>st</sup> each year and that it was filed on time. Meeting was held regarding a new branch Library in the Wagoner center. Library Design Associates met with Director and began the drafting process for the remodel. HVAC difficulties continue at the Main Library.

**Committee Reports:**

Technology Committee: Did not meet.

Personnel Committee: Met on February 17, 2021

Facilities Committee: Met on February 17, 2021

Policy Committee: Did not meet.

Finance Committee: Did not meet.

**Old Business:**

Reopening Plans- Moving forward: COVID-19 continues to impact Library operations. All locations are open for in-person visits. Director Greenacre announced that the Library was increasing open hours by one hour at each location.

**New Business:**

**Motion to approve payout to Pam Spoor:** Longtime employee Pam Spoor retired; Lisa Sagala prepared payout profile of \$6220.69. Jaffe moved, Blue seconded to approve payout as submitted. Roll call vote: Valentine-yes, Blue-yes, Jaffe-yes, Reed-yes, Urban-yes. Approved.

**Discussion about Property request from Century 21 Boardwalk:** Director Greenacre presented information regarding property request. The request is consideration of sale by realtor Gini Pelton. The area in question is a small grassy area that is about 21 feet (edge of parking lot to survey stake). Pelton is listing the next-door building (formerly Veach & Allen) and was interested in this small area for parking for the new potential owners. This was presented to gauge interest in further pursuit of the issue. President Valentine questioned where they snowplow and if it will impede our parking lot or our proposed garden walk. Vice President Blue echoed that the Library needs to consider impacts on the garden walk and put the Library's needs first. Trustee Reed commented that parking is an issue in Manistee; she called for a comprehensive view of parking lot project, garden walk project, and book house development before a determination. Library Board is open to more information and has made no action regarding this issue.

**Strategic Plan:** The pandemic is continuing to cause delays with upcoming projects for MCL. The Midwest Collaborative for Library Services is unable to complete the strategic plan until staff is vaccinated for COVID-19. As an alternative, they offered three options: Move to a virtual format, postpone until fall 2021, or cancel the strategic plan. Director Greenacre recommended postponing until fall. Our community is not well-suited to a virtual format. Much of the county is in dense forest where internet is unreliable at best or unavailable. President Valentine inquired if MCLS meant that they would not do the strategic plan until MCL/ Board is vaccinated. Director Greenacre clarified that MCLS will not do in person strategic planning until MCLS staff is vaccinated. Jaffe moved, Reed seconded to postpone the strategic plan to Fall 2021. Vote: unanimous- yes. Approved.

**Trustee Comment:** Discussion regarding COVID-19 and the possibility of in-person meetings.

Adjournment: Chair adjourned the meeting at 11:04 AM

Secretary: Julie Cirone, Assistant Director

Date approved: March 23, 2021