



Manistee County Library

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Board of Trustees Meeting Minutes

January 26, 2021

9:00 AM

ONLINE

Call to order: The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on January 26, 2020 at 9:01AM. Attendees included Debra Greenacre (Executive Director): Manistee, MI; Joyce Valentine (Board President): Bear Lake, MI; Rosalind Jaffe: Sarasota, FL; Richard Blue: Manistee, MI; Lauren Reed: Punta Gorda, FL; Julie Cirone (Assistant Director): Manistee, MI; Dave Richards: Manistee, MI; Richard Schmidt: Maple Grove Township, MI. All participants attended remotely.

Pledge of Allegiance was led by Joyce Valentine.

Manistee County Library Board Organizational Meeting

Election of Officers - 2021: Joyce Valentine: President, Richard Blue: Vice President, Rosalind Jaffe: Secretary, Lauren Reed: Treasurer.

Motion to approve slate of officers as submitted made by Rosalind Jaffe. Motion of support made by Lauren Reed. Motion approved by unanimous vote.

Set MCL Board Meeting Dates/Times for 2021: The Board meeting dates and times was presented. Richard Blue suggested in the future to consider adjusting time of meetings to allow a greater pool of applicants. Joyce Valentine said that in the past meetings had been held at 1:00 PM. Richard Schmidt said he did not see a significant difference in attendance between morning and evening meetings. Suggestion was not acted upon by the Board at this time.

Library Committee Appointments:

Facilities – Rosalind Jaffe and new trustee

Personnel – Richard Blue and Joyce Valentine

Tech - Lauren Reed and Rosalind Jaffe

Finance - Lauren Reed and new trustee

Policy – Richard Blue and Joyce Valentine

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 December 15,, 2020 Board Meeting Minutes as amended made by Rosalind Jaffe. Motion to support made by Lauren Reed. Minutes approved by unanimous vote.

Public Comment: There was no public attendance/comment.

Correspondence: Debra Greenacre presented card that was sent to the Library from the Wagoner center. Rosalind Jaffe expressed interest in the Wagoner Center and the Library's involvement with collaboration there. Debra Greenacre informed the Board that meetings were already underway and plans will soon develop.

Financial:

November Financial Report: Dave Richards provided the financial report to the Board. Accounts payable are a little on the low side. Penal fines from the Courthouse are coming in slower than anticipated because of the Covid related shutdowns. Expenditures for staffing and subscriptions are similar to last year. We are three quarters of the way into the year. The library is experiencing a light lag in income compared to the rest of the year. In March historically, property tax tends to flood in at once, so the low rate of property tax income reported for November is not concerning.

December Financial Report: In December \$300,000 was transferred to Capital Improvement. Total income increased. That increase was due to additional taxes coming in as well as Selma Johnson fund payouts. The Selma Johnson fund fluctuates with the stock market and has been coming in at a higher rate in recent years. The overall financial position of the library is favorable.

Motion for approval of November/December financial statement made by Rosalind Jaffe. Richard Blue seconded the motion. November/December financial statement approved by unanimous vote.

Administrative reports: Debra Greenacre informed the Board that she has been working with the E-rate consultant and the financial auditor. The Board discussed the billboard. Rosalind Jaffe inquired if the community is familiar with our logo and commented that she felt it should be included in marketing for the library. The Library will be going in a different direction with the next billboard. Rosalind Jaffe and Lauren Reed expressed happiness with the Library's efforts to make the billboard and the opportunity to adjust Library advertising as we go.

Joyce Valentine inquired about the problems with the HVAC system. The HVAC system has been known to be high maintenance, with requiring 10-15k of repairs in the last 3 years. We are working to resolve our air flow problems that are exacerbated by the high winds Manistee often experiences.

The Library is planning a soft reopening on February 1, 2021. This reopening will be very similar to our "open" status in November 2020. The Library hopes to contract a cleaning company to reopen the Main Library along with the Branches on February 1, 2021..

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Did not meet.

Policy Committee: Did not meet.

Finance Committee: Did not meet.

Old business: Reopening Plans: As stated above, the Library is looking forward to reopening in a similar capacity as in November of last year. Right now the Library is looking at factors including restaurant restrictions and positive test percentages. When the Library reopens, information will be provided to patrons via social media, our website, radio, and a press release in the Manistee News Advocate.

New Business: Board Officer Roles - Discussion: Joyce Valentine spoke about formalization of assigning officer roles. In the future, this should be a role that the personnel committee undertakes.

Friends of the Library MOU: Rosalind Jaffe discussed the collaboration with The Friends. Richard Blue inquired as to the nature of the process of receiving book donations. Most donations currently go to The Friends. If donations come into the Library then they may be selected to be added to the collection. Richard Blue motioned to approve the Friends of the Library MOU. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

Executive Director 2021 Goals and Project Timeline: Debra Greenacre distributed her goals and timeline. Rosalind Jaffe, Lauren Reed and Joyce Valentine complimented the clarity and presentation of Debra Greenacre's report. Rosalind Jaffe reiterated that this is a projection and subject to delay due to COVID-19. Debra Greenacre agreed and reminded the Board that a goal is a goal and may be affected by external factors.

2021 Holiday Schedule – Motion to approve: Debra Greenacre presented a 2021 Holiday Schedule for approval. Lauren Reed motioned to approve the 2021 Holiday Schedule. Richard Blue seconded the motion. Motion approved by unanimous vote.

Joyce Valentine announced that a closed meeting was going to commence with attending members being Board Members and members of Management. Rosalind Jaffe motioned to close the public meeting. Lauren Reed seconded the motion to close. Closure was approved by unanimous vote.

Closed Session to discuss Contract Negotiations: Session began at 10:43 AM.

This agenda item requires closed session pursuant to Section 8 (c) of the Michigan Open Meetings Act.

Joyce Valentine reconvened the meeting at 10:58 AM..

Rosalind Jaffe made a motion to approve this Union Contract. Richard Blue seconded the motion. Joyce Valentine called for a roll-call vote. Joyce Valentine: Aye, Richard Blue: Aye, Rosalind Jaffe: Aye, Lauren Reed: Aye. Motion carried.

Board Trustee Comments: Joyce Valentine commended the Executive Director for her vision and expressed her enthusiasm in the plans in motion for 2021. Rosalind Jaffe asked as Secretary of the Board if she could send a "thank you" card to former Board Member for her time in service to the Manistee County Library Board.

Future Agenda Items: Selma 2021. Items were included by Debra Greenacre for the Board to see what is coming on the horizon.

Adjournment

Rosalind Jaffe made a motion to adjourn the Board Meeting at 11:02 AM. Lauren Reed seconded the motion. Motion approved by unanimous vote.

Secretary: Julie Cirone, Assistant Director

Date approved: February 23, 2021