



Manistee County Library

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Manistee County Library
Board of Trustees Minutes
June 22, 2021
9:00am
MCL Meeting Room

Call to Order: Meeting was called to order at 9:02am

Roll Call: Board members present - Richard Blue, Rosalind Jaffe, Lauren Reed and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, Richard Schmidt, and Dave Richards.

Agenda: Reed moved; Blue seconded to approve the agenda as presented. Vote: unanimous- yes. Approved.

Minutes: Jaffe moved; Reed seconded to approve the May 25, 2021 regular meeting minutes as amended. Vote: unanimous - yes. Approved.

Public Comment: None.

Correspondence: None.

Financials: May Report: Dave Richards presented financial information for the month of May. Penal fines receivable is \$20,000. This amount is for two months. Accounts payable is an expected amount. Penal fines are a \$2,000 variance than last year. Some years the delinquency rate is higher or lower. The fluctuation is normal. Taxes paid after March 21st are labeled delinquent. We are now eight months into the fiscal year, which should be reflected as 67% of the budget. There are no significant variances in the budget. Overall, the library is sitting in a good financial position. We are expecting to get more penal fines than were budgeted, as we currently are at 91%. President Valentine asked if there was a way to account for the delay in receiving materials due to the pandemic. Dave Richards responded that there is a record of it in the minutes but there is not any way to account for it in the financial reports. Vice President Blue asked if we are always billed after receiving material or if we sometimes prepay. Director Greenacre responded that we are billed for materials, and we have started receiving things more quickly because processing at the supplier was removed. We will now process our own materials to avoid the bottleneck at the supplier's level. There is \$874,000 in our capital improvement fund. Jaffe moved; Blue seconded to accept the May Financial Report. Roll call vote: Valentine-yes, Blue-yes, Reed- yes, Jaffe-yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events.

Our Launchpads have arrived, we have 21 units and we may add more in the future. We will provide the charger and earbuds for patrons. Parents love them because they're preloaded, and the internet is not needed to enjoy them. Treasurer Reed asked how long patrons can check them out. Director Greenacre responded that we are figuring out the details, but we are looking at a 2-3 week lending period.

Director Greenacre and Assistant Director Cirone will be doing a children's event at Lighthouse Park on July 3rd. The structural engineer and fire marshal both came within the last few weeks to assess our properties. President Valentine inquired as to the status of the quotes for the security and phone systems. Director Greenacre responded there is a meeting scheduled for July 1st regarding the systems. She sees advantages to getting bids for a consulting firm to handle this process.

The Friends of the Library are having a book sale on July 2nd and 3rd.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Met June 17, 2021.

Policy Committee: Met June 16, 2021.

Finance Committee: Did not meet.

Old Business:

None.

New Business:

Budget 2021-2022: Debra Greenacre presented information regarding the 2021-2022 budget. She stressed that this is a tentative budget. We are awaiting a wage study and until we get those numbers back it will be difficult to peg down any adjustments. Secretary Jaffe suggested that when we look at timelines we may want to transfer \$20,000 for a new van. Richard Schmidt said that a recent purchase of a van in the County was \$5,000 more than expected because of the scarcity of vehicle inventory due to the pandemic. Wagoner Center expenditures for the new branch are expected to be \$3,000. Jaffe moved; Reed seconded to accept the 2021-2022 tentative budget. Roll call vote: Valentine-yes, Blue-yes, Jaffe-yes, Reed-yes. Approved.

Motion to request full voted millage to be levied: Blue moved; Jaffe seconded to approve request of the full voted millage to be levied. Vote: unanimous - yes. Approved.

Project timeline- updated: Director Greenacre presented information regarding the project timeline. As we all know, supplies and people to do work are in short supply. We now have a custodian that is assisting with reaching out to contractors and professionals. Projects are in high demand right now and contractors are turning down work. We have projects that are conflicting. We need to have a firm timeline for the main floor project before we can do the asbestos removal. President Valentine asked what is going on with the garden park. Director Greenacre responded that we needed the open space to be able to hold outdoor programming due to COVID. Additionally, we have the unknown factor of the book house.

Selma 2021- additional request: Director Greenacre presented information regarding the Selma Johnson Fund. Jaffe moved; Reed seconded to spend \$3,913 on a staff computer and a book return box for the Wagoner Center Branch. Vote: unanimous - yes. Approved.

Fax policy: Director Greenacre surveyed other libraries in our Co-op regarding prices for faxes. She has felt that we've been charging too much for this service. Director Greenacre said that many libraries offer a free cover page then charge by page. Reed moved; Jaffe seconded to rescind the previous fax policy and instate the new fax policy as presented. Vote: unanimous - yes. Approved.

Book donation policy: Secretary Jaffe said this policy is clearer and more concise. Jaffe moved; Blue seconded to rescind the previous book donation policy and instate the new book donation policy as presented. Vote: unanimous - yes. Approved.

Strategic plan discussion: Director Greenacre presented information regarding the strategic plan. David and Michelle were both slated to do our strategic plan and have since left MCLS. President Valentine said she has concerns regarding the turnover and delays. Director Greenacre said that we have signed a contract and we may be locked into the plan. The strategic plan is slated to finish in December. Director Greenacre said she wasn't sure what this would be like in a post-pandemic world. Treasurer Reed responded that she agrees, not everyone in our communities would be comfortable to come to our town hall meetings. Secretary Jaffe said that we need a professional group that needs to lead this. Vice President Blue asked if we could get credentials of the new MCLS staffer leading the project. President Valentine said she would like to remove any assumptions regarding the strategic plan. Secretary Jaffe asked how they will be collecting community input post-pandemic. Treasurer Reed said that at the end of the day, what matters is that the Library receives \$30,000 worth of professional advice from this study. Secretary Jaffe stated that she sees great value in this plan that will be used for 5-10 years. Director Greenacre said that she will present any questions that the Board may have to MCLS.

Trustee Comment: Secretary Jaffe informed the Board that she had the letter for the Friends of the Library regarding the blocked entrances.

Adjournment: Chair adjourned the meeting at 11:00am

Secretary: Julie Cirone, Assistant Director

Date approved: 7/27/2021