



Manistee County Library

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Board of Trustees Meeting Minutes

March 23, 2021

9:00 AM

ONLINE

Call to Order: Meeting was called to order at 9:02 AM.

Roll Call: Board members present through Zoom-Richard Blue (Manistee), Kenneth Urban (Manistee), Rosalind Jaffe (Onkama 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), and Dave Richards (Manistee).

Agenda: Jaffe moved; Urban seconded to approve the agenda as amended. Vote: unanimous- yes. Approved.

Minutes: Urban moved; Reed seconded to approve the February 23, 2021 regular meeting minutes as amended. Vote: unanimous- yes. Approved.

Public Comment: None.

Correspondence: Director Greenacre presented a thank you letter from Ron Stoneman.

Financials – February Financial Reports: Dave Richards presented financial information for the month of February. Penal fines are still down substantially at \$5,300 for February. Personnel costs are in good shape. Vice President Blue questioned what “Miscellaneous Income” includes. Director Greenacre said that she thought he might have questions so she asked the accountant. Dave Richards explained that it is a designation that has to do with the audit. Vice President Blue inquired about the designation of “Miscellaneous Projects.” Secretary Jaffe responded that this is the fund for the projects that will be forthcoming; Director Greenacre confirmed that this is the nest egg for the projects that were presented to the Board on the project timeline. Reed moved; Blue seconded to accept the February Financial Report. Vote: unanimous- yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. The Library opened on February 1st to the public and has since increased operational hours. Longtime employee Carol Shively informed Management that she will be retiring in June. We wish her well and are happy for her to be able to spend time with her family. The Easter Bunny will be at the Manistee Branch for a drive-thru Easter event. Our MeL circulation is doing very well and we are providing programming at all locations for all ages via craft kits. Great Start Collaborative has partnered with us in a “Talking is Teaching” initiative and have provided \$2,100 in program funding for this project. Secretary Jaffe thanked Director Greenacre and Assistant Director Cirone for creating a visual statistic report. The Library is also doing an Earth Day event where children in Manistee County can register for a free sapling tree.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Did not meet.

Policy Committee: Met on March 2, 2021

Finance Committee: Did not meet.

Old Business:

Reopening Plans- Director Greenacre announced that we are sitting as is and are continuing to monitor the situation.

New Business:

Selma 2021: Vice President Blue had questions regarding the use of the Book Bike for Manistee County. Assistant Director Cirone presented information regarding usage, marketing, and logistics of Book Bike utilization. President Valentine shared a personal story about the accessibility of a mobile library and commented that the value of this for the public is unlimited. Trustee Urban like this opportunity and wanted to be sure we are covered for any liability that may come with the Book Bike. Treasurer Reed commented that she sees a lot of value in the marketing aspect of the Book Bike. Blue moved; Jaffe seconded to approve 2021 Selma fund expenditure plan as written. Roll call vote: Valentine-yes, Blue-yes, Jaffe-yes, Reed-yes, Urban-yes. Approved.

Research and Expended Reference Fees Policy: Director Greenacre presented information regarding research and extended reference services. She noted that most of our requests are not extensive. Many patrons are already generous with gifts if they receive extended service and this should remain an option instead of being a requirement. Vice President Blue said, as a former Public Librarian, he wholeheartedly agrees that this should be passed and he trusts that reference Librarians will know our limitations. Jaffe move; Reed seconded to remove the Research and Extended Reference Fee policy and approve the Research and Genealogy policy. Vote: unanimous- yes. Approved.

Friends of the Library Memo of Understanding: President Valentine and Secretary Jaffe presented the updated Memo of Understanding. Vice President Blue inquired about the process by which donated items are received and if the Library has access to the donation for collection consideration. Director Greenacre responded that with the separate house patrons are donating directly to the Friends. Assistant Director Cirone commented that the Friends of the Library have, in the past, brought exceptional materials to her for collection consideration. Jaffe moved; Urban seconded to approve the Friends of the Library Memo of Understanding. Vote: unanimous- yes. Approved.

Signers on checks: President Valentine inquired what the specific need of the bank was regarding this new procedure to change the check signers. Director Greenacre responded that name-specific documentation must be provided and approved before the changes can happen per new bank policy. Signer changes include Joyce Valentine: leave on; Richard Blue: add on; Tamara Buswinka: take off; Rosalind Jaffe: take off; Lauren Reed: add on; Debra Greenacre: leave on. Reed moved; Jaffe seconded to approve Board members to be signers for Manistee County Library financial documents for TCF Bank. Vote: unanimous- yes. Approved.

Manistee Community Foundation Fund request: Debra Greenacre presented the fund request for the 15 “LaunchPad” devices. President Valentine questioned which age range will be the starting target. Director Greenacre responded that this has applications for all ages but the library would start with a Pre-K age target. Jaffe moved; Reed seconded to approve the request for \$2609 from Manistee County Foundation Fund. Vote: unanimous- yes. Approved.

Floor Analysis Structural Engineering Proposal: Director Greenacre presented the need for a structural assessment of the main floor to see the feasibility of the floor to hold the weight of the shelves in the new positions. According to policy, the Board needs to approve the assessment because there were not multiple quote responses although multiple were requested. President Valentine provided background information that historically getting multiple local area quotes have proved difficult for the Library. Jaffe moved; Blue seconded to approve the floor analysis structural engineering proposal. Vote: unanimous- yes. Approved.

Board Marketing Committee Discussion: Director Greenacre presented a need for Board input regarding marketing; she recommended Trustee Urban and Treasurer Reed for the new committee. Reed moved; Blue seconded to approve the formation of a marketing committee. Vote: unanimous- yes. Approved.

Trustee Comment: Discussion regarding committees and roles/focuses within committees. Also discussed were rearranging trustee assignments to committees with the combining of tech and marketing committees. President Valentine will notify Board of changes.

Adjournment: Chair adjourned the meeting at 10:32 AM

Secretary: Julie Cirone, Assistant Director

Date approved: 4/27/21