



Manistee County Library

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Manistee County Library
Board of Trustees Minutes
May 25, 2021
9:00am
MCL Meeting Room

Call to Order: Meeting was called to order at 9:05am

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

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

Minutes: Blue moved; Jaffe seconded to approve the April 27, 2021 regular meeting minutes as presented. Vote: unanimous- yes. Approved.

Public Comment: None.

Correspondence: None.

Financials: April Report: Dave Richards presented financial information for the month of April. The Penal Fine revenue is up for the current month compared to April of 2020. Personal property tax has increased in a normal fluctuation. Fluctuations shown are due to timing issues. We are within \$5,000 last year's revenue. Property tax is the largest revenue source for Manistee County Library. Staffing expenditures are close to 50% while we are seven months into the year. Collection expenditures are broken into three segments with a combined total of \$74,000 compared to \$81,000 last year. Buildings and grounds expenditures are down quite a bit from last year. This is due to repairs that needed to be made to the elevator last year. Branch expenditures are slightly up. Expenditures are down overall because across industries supplies are limited due to the pandemic and goods are harder to buy. Overall, the Library is in a better position this year than last year. Urban moved; Jaffe seconded to accept the April Financial Report. Roll call vote: Valentine-yes, Blue-yes, Reed – yes, Jaffe-yes, Urban-yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. The Book Bike was ordered from Haley Tricycle. Administration worked on the job position descriptions for the wage study. We met with Julie Griffis and the job descriptions were passed on to the county. We are anticipating having the study completed in August. The last wage study was completed 16 years ago. This creates a large unknown element and a challenge with the upcoming budget.

Vice President Blue inquired as to type of apps the LaunchPads offered to patrons. Director Greenacre explained that the LaunchPads offer a fun educational experience for children without using the internet. The LaunchPads come preloaded with games and activities that focus on different subjects as well as STEAM activities. In Director Greenacre's past experiences, parents are very responsive to this technology. We will be looking into LaunchPads for Adults in the future. We did hire a Library Custodian. The person that was hired is prolific library user and we are excited about this new hire. Summer Reading Program is ready to kick off as we approach the signup start. Class visits are underway and students are enjoying an outdoor storytime and a Summer Reading Program peek.

Pam Spoor came back to install the broken spindles that were specially tooled for the historic staircase. We are excited about this because for many years it was thought that replacement spindles were unable to be sourced. Our staircase is now restored.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Met May 13, 2021.

Policy Committee: Did not meet.

Finance Committee: Met May 13, 2021.

Old Business:

Reopening Plans: Director Greenacre announced that we are continuing to respond to the MDHHS orders. MDHHS and MIOSHA had conflicting guidelines that created confusion among staff and patrons. We awaited the legal advice of the Library attorney. MIOSHA rules were updated to match the MDHHS orders. Capacity limits continue to be in place until a projection of July 1, 2021.

Trustee Urban asked if there is an update on the phone or security system. Director Greenacre informed the Board that the Library Technician is working on the project and she would try to have information for next month.

New Business:

Budget Adjustments: Dave Richards presented information regarding the budget adjustments. There are very few budgets adjustments compared to previous years. The largest budget adjustment is allocated fund balance. This change is due to the transfer of \$300,000 to the Capital Improvement fund. President Valentine inquired how many times a year budget adjustments are made. Director Greenacre responded that budget adjustments are typically made every May. Jaffe moved; Reed seconded to accept the May 25, 2021 budget adjustments. Roll call vote: Valentine-yes, Blue-yes, Reed – yes, Jaffe-yes, Urban-yes. Approved.

Book House- Facilities Committee recommends hiring an engineer: Facilities Committee presented concerns regarding the structural integrity of the Book House. Director Greenacre has real concerns about the safety of the Staff and Friends while in the house. The floor is visibly sagging.

Trustee Urban agreed that the Book House is a Library-owned asset that is in deteriorating condition. Until we get an assessment we cannot begin to mitigate the deteriorating condition. Beyond the issue of the books, President Valentine commented that risk assessment is a very objective science. The Book House has been sitting without maintenance; we do not know the condition of the foundation or if it has termites. President Valentine thanked the Facilities Committee for their work. Vice President Blue commented that the Board may need to make some hard decisions regarding the Book House. Commissioner Schmidt commented that the Health Department building (three blocks away) had serious termite and foundation problems and we may see similar results with the Book House. Blue moved; Valentine seconded to approve the hiring of a risk management engineer up to an amount of \$5,000. Vote: unanimous- yes. Approved.

FOL Memo of Understanding- Board President and Executive Director to sign: Director Greenacre presented information regarding the FOL Memo (MOU) for President Valentine to sign. Director Greenacre asked if there needs to be supporting details of this agreement. Secretary Jaffe said that written communication should be made with the Friends, as a whole, instead of the President of the Friends. President Valentine commented that we need to be objective and treat this as a tenant-landlord situation; communications need to be in writing. Trustee Urban stated that the Facilities Committee should be responsible for drafting a set of simple rules for use and safety regarding the Book House. Vice President Blue inquired if the custodian will have responsibilities at the Book House. Details will be drafted by the Facilities Committee.

Trustee Comment: Secretary Jaffe reminded Director Greenacre that the Board is available and happy to help. Vice President Blue thanked Greenacre for doing a great job.

Adjournment: Chair adjourned the meeting at 10:31am

Secretary: Julie Cirone, Assistant Director _____ Date approved: June 22 2021