



# **Manistee County Library**

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## **Board of Trustees Meeting Minutes**

**April 27, 2021**

**9:00 AM**

**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, and Joyce Valentine.

**Excused absence:** Laren Reed.

**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 March 23, 2021 regular meeting minutes as amended. Vote: unanimous- yes. Approved.

**Public Comment:** None.

**Correspondence:** Director Greenacre presented comments from a patron who was pleased with our open status and our ability to help her with her copy needs. Another patron said that MCL are "Library angels" and was happy about the service she's receiving during the pandemic.

**Financials:** March Report: Dave Richards presented financial information for the month of March. Penal fines are \$12,000 on this report which covers a two month period as the courts are behind. The Library's cash position is \$1.1 million which will be a good position to finish out the year. Personnel costs are at 25% versus last year due to some positions being vacant and retirements. Secretary Jaffe asked if there was motion on filling vacant positions. Director Greenacre responded that we are actively posting positions. We are expecting better attracting power once the wage study is complete which the County is currently conducting with an anticipated completion mid-July. Vice President Blue questioned why the expense line for books was at 50% of the previous year. Director Greenacre explained that like other industries, book distributors are facing significant staffing shortages and delays on orders. She reported that we are still waiting on things that were ordered in February. The Library is in line to meet the budgeting requirements. Jaffe moved; Blue seconded to accept the February Financial Report. Roll call vote: Valentine-yes, Blue-yes, Jaffe-yes, Urban-yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. We received the structural analysis and it was a favorable report. We will be able to move the bookshelves for ADA compliance and sightline safety. Director Greenacre has been taking books out to a nursing home patient who is unable to come to the library in person. She said she is happy to extend this service to any who need this. Branch Libraries all now have the ability to create color copies for patrons thanks to new copiers. The Library will be having a different Summer Reading Program format due to covid-19. Juvenile participants will still log reading minutes and other activities as well as have opportunities to earn prizes. We will continue to do summer-long take home kits however will limit our in-person programs to three main event entertainers. Our first main event will be at the Wagoner Center on June 23, 2021.

### **Committee Reports:**

Technology Committee: Met April 6, 2021

Personnel Committee: Met April 8, 2021

Facilities Committee: Did not meet

Policy Committee: Did not meet

Finance Committee: Did not meet.

## **Old Business:**

**Reopening Plans:** Director Greenacre announced that we will maintain the same hours at present and continue to monitor the COVID rules situation. Michigan Coronavirus numbers are currently the highest in the nation. Mason County Library, since March 2020 continues to operate only at curbside. At this point we are choosing to continue operations in person.

## **New Business:**

**Audit Review:** Dave Richards presented information regarding the audit. The audit was done by the Gabridge & Co. The entire process was done remotely. The report on financial statements was a clean opinion (which is the best possible outcome). Cash and cash-equivalent values have increased compared to last audit. Accounts payable was down quite a bit compared to last year. The overall net equity of the Library is seated at almost 1.9 million. Total revenue is 1.5 million which is slightly more than previous year. The revenue stream does not come from operations, it comes from supportive millage, penal fines, and grants. Covid-19 has not significantly affected the Library financially so far; the overall effect has yet to be seen. Secretary Jaffe asked if there was a specific amount that auditors are looking for the pension liability. Dave Richards said that there is not a specific amount but rather a plan to pay it down gradually. Trustees thank Dave Richards for his collaboration and explanation regarding the audit.

**Branch Agreement (Council on Aging/Wagoner Center Branch):** Director Greenacre presented information regarding Library Branch agreements. This agreement was drafted up by the Library's attorney. This agreement is similar to our configurations at other branches: the library provides material, shelving, technology, and staffing; the location provides building, utilities, Wi-Fi, etc. Vice President Blue asked if there is a plan for browsing shelves by Wagoner Center users when the Library is closed. Director Greenacre responded that we are currently looking at options. Jaffe move; Urban seconded approve the branch agreement with the Council on Aging/ Wagoner Center as submitted. Roll call vote: Valentine-yes, Blue-yes, Jaffe-yes, Urban-yes. Approved.

**Board Committees:** Director Greenacre presented the need for a structured meeting date for committees in order to streamline committee operations. Richard Schmidt commented that the County and State both operate that way and it works well. Vice President Blue asked if Debra could coordinate dates via email. Director Greenacre agreed and asked for Trustees to send her dates that members have preexisting engagements and she will work around these to find dates that work for all.

**Trustee Comment:** Secretary Jaffe asked if the Library has a line item for the WiFi Hotspots, as they are a large expense for the Library. Director Greenacre responded that we can look into creating an exclusive line.

**Adjournment:** Chair adjourned the meeting at 10:45am

Secretary: Julie Cirone, Assistant Director

Date approved: May 25, 2021