



# Manistee County Library

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Manistee County Library  
Board of Trustees Minutes  
Aug 24, 2021  
9:00am  
MCL Meeting Room

**Call to Order:** Meeting was called to order at 9:00am

**Roll Call:** Board members present - Richard Blue, Lauren Reed and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, and Dave Richards. Public attendance by Rose Fosdick, Steve Fosdick. Absent with prior notice, Roz Jaffe.

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

**Minutes:** Blue moved; Reed seconded to approve the July 27, 2021 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

**Public Comment:** Steve Fosdick and Rose Fosdick attended the meeting to make themselves available for Board questions.

**Correspondence:** Sarah Howard, Director of the Council on Aging, sent a thank you to the Library for creating a special event.

**Financials:** August Report- Dave Richards presented financial information for the month of July. Penal fine receivable were at \$6,200. Accounts payable were lower than average, this is a timing difference and it will sort out this month. Penal Fines are quite a bit higher than last year. State Aid receivable came in in August. State Aid to libraries is also higher this year compared to last. Expenditures are \$85,000 this year compared to \$97,000 last year. Utilities were substantially under budget for the year; the library was closed for a portion of the year so electricity costs were down. Vice President Blue asked if the postage line contained the entire cost of the county wide mailer that was distributed. Director Greenacre responded that the postage line is for postage only, and it also includes things that the Library uses everyday like stamps; she informed the Board that the mailer was paid, in part, by a grant from the Mid-Michigan Library League. President Valentine had a question regarding staff vacancies while looking at staff expenditures. She asked how long we have been down three people. Director Greenacre responded that we had an open circulation clerk position, Pam Spoor retired in January and Carol Shively retired at the end of June. However, both retired employees were long term employees and received a payout. The payouts account for the only slight fluctuation in staff expenditures. President Valentine commented that the County Commissioners were pleased with the budget and presentation made by Director Greenacre. Reed moved; Blue seconded to accept the July Financial Report. Vote: unanimous - yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. The parking lot is slated to be seal coated and repaired September 3<sup>rd</sup> and 4<sup>th</sup>. We will remain open and will encourage patrons to use the public lots.

The wage study being completed by Mark Nottley appears to be pushed back due to the unexpected complexity of the project. The length of time between the last study and this one is a large complication. We are waiting to hear more from the County regarding this. President Valentine responded that it is well within the realm of possibility that it will be 2022 before this is completed.

We continue to have struggles hiring for our open positions. The job climate we are facing with inflated starting wages have made it difficult for us to attract candidates. We have gotten creative with which positions we are opting to fill in order to create an attractive opening.

We are currently addressing issues with the hotspot costs and are awaiting our 5 new hotspots. The grant will pay for our new hotspots for a year. President Valentine asked what the technology report meant regarding the teen computers in the book house. Director

Greenacre responded that Nick moved the computers that were in storage from the book house to the teen area and they are now available for patron use.

Director Greenacre and Assistant Director Cirone have taken on the task of reviving, planning, and hosting the Authors Series for 2021. Previously Carol used to plan this and it was cancelled in 2020. We have a wonderful lineup of 6 authors and will be hosting it at the Wagoner Community Center to allow for social distancing.

### **Committee Reports:**

Technology Committee: Did not meet.

Personnel Committee: Did not meet.

Facilities Committee: Met August 16, 2021. Committee went on a tour of the book house to observe progress being made. The Library Design Associates have updated the estimated delivery date of the shelving from mid-October to possibly December.

Policy Committee: Met August 18, 2021. Meeting room policy and strategic plan were discussed.

Finance Committee: Did not meet.

### **Old Business:**

**Strategic Plan:** Director Greenacre presented questions from the Board to the strategic planning team. The strategic plan presents serious questions regarding feasibility in the current pandemic climate. The strategic plan was designed to draw information from town meetings in our communities. This format raises a lot of concerns about use of limited staff time as well as ability to draw in-person group attendance during a pandemic Delta variant surge. President Valentine commented that there are serious internal and external factors that make this unfeasible at the present time. Our meeting with Pam Seabolt from MCLS was exploratory and Library administration feels that a survey format would be better for the needs of our community. The Policy Committee recommended postponing and reformatting the strategic plan. Assistant Director Cirone said that because of the large amount of seasonal residents, spring may be a better time to start the process. Blue moved; Reed seconded to postpone the strategic planning process and revisit at the director's discretion. Vote: unanimous - yes. Approved.

### **New Business:**

**Motion to set Public Hearing on FY 2021-2022 Budget:** Director Greenacre requested to set the Public Hearing for September 28<sup>th</sup>, 2021 at 10:00am. Reed motioned; Blue seconded to set the Public Hearing on FY 2021-2022 Budget for September 28<sup>th</sup>, 2021 at 10:00am. Vote: unanimous - yes. Approved.\

**Connecting Manistee Request:** Vice President Blue asked if the Fosdick's were coordinating with State agencies. Steve responded that they have not done that yet. They have support from 11 townships and plan on moving forward. Michigan has a Metro Act, a municipal body must prove to the state that they've gone above and beyond to allow private Internet Service Providers (ISPs). Proposals must go out for response but sometimes responses do not come from the private sector. President Valentine inquired if there was something, perhaps in the Metro Act, preventing fracturing at the township level. Steve responded that the Metro Act helps the municipality by garnering attention of ISPs. The private sector servers would qualify for grants and aid, making Manistee County very attractive for ISPs. Vice President Blue asked how many townships have committed financially to the project. Steve responded at this time they did not ask for an amount but now that they have a super-majority, they will ask for financial support based on which feasibility study is chosen. Director Greenacre said she would reach out to Mason County to see what specific role the library played in their connectivity project. At this time, the Manistee County Library board is not prepared to make a statement of support.

**Follow-up letter for Friends of Manistee County Library:** President Valentine presented a letter for board review. The Facilities Committee revisited the book house to note the progress on meeting the requirements of the previous letter. The Facilities Committee decided that a letter should be drafted to friends regarding the findings of the walkthrough. Treasurer Reed asked what repairs to the house do the Friends think will be happening? President Valentine responded that there was no Board discussion about making structural support repairs to the house in lieu of book reduction. President Valentine and Vice President Blue reiterated that the priority of the Board must be to mitigate any liability to, as well as to best serve the interests of, the Library. Lack of space is the main obstacle

that the Library faces. Vice President Blue asked if there was a “Blue Sky” dream of what could be done with the 5,000sq ft space and asked Director Greenacre to draft a proposal. Treasurer Reed responded that we should develop the space to fit the needs of the Library.

**Trustee Comment:** President Valentine recommended getting additional information regarding the structure of the Book House from Nordlund Engineering Company. Treasurer Reed asked Director Greenacre to draft up a vision for the book house that would serve the needs of the Library.

Adjournment: Chair adjourned the meeting at 11:00am

Secretary: Julie Cirone, Assistant Director

Date approved: 9/28/2021