



Manistee County Library

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Manistee County Library
Board of Trustees Minutes
July 27, 2021
9:00am
MCL Meeting Room

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

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. Public attendance by Rose Fosdick, Steve Fosdick, Marian Jarvinen.

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

Minutes: Jaffe moved; Reed seconded to approve the June 22, 2021 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: Steve Fosdick and Rose Fosdick - Connecting Manistee County broadband Committee. The committee is actively soliciting support from all townships and various boards and organizations. Over 700 internet coverage surveys have been completed. These represent residences, which is 7% of the resident populations. Seven out of ten townships have already dedicated support to the project. President Valentine asked if we already have dark fiber cables. Steve responded that this is true, but they aren't currently in use. Fiber optic cables are "future proof," meaning that these cables work at the speed of light, the fastest possible. President Valentine asked what avenue of support they are seeking. Steve responded that they are seeking advocacy and financial support for the feasibility study. Vice President Blue asked if this project is a public or private enterprise. Steve responded that this could be either or a collaboration between the two depending on the feasibility study. Vice President Blue asked how many total entities will be contributing to the feasibility study. Steve responded that they are expecting 15-30. Steve is asking for a resolution to support the project. The Library Board commented that they would take it under consideration and defer to August. Steve noted that he would be available to come back if needed.

Marian Jarvinen – Friends of Manistee County Library. Marion Jarvinen approached the Board with Book House concerns. The Friends were not given the Facilitates Committee outline until July 20th, 2021. This date coincided with a deadline of book removal that was outlined in the document. The friends felt that the September 4th Book Sale will be instrumental to complying with the guidelines of 40% book reduction. Jarvinen asked if the Friends could hold the sale inside according to any developing COVID-guidelines. Jarvinen said that they are considering selling left over books to a used book dealer. President Valentine reminded Jarvinen that the fire marshal orders are not requests, they are orders. She also restated the MCL position that no public can be in the building. The books have to be removed in the manner the engineering report stated and a deadline was set. Jarvinen said that the engineering report stated that there was not imminent threat of collapse. Vice President Blue responded that the absence of imminent threat does not mean there is no risk to life and limb if weight is not removed from the house. Vice President Blue continued that the Library Board is liable for risk as the property owner and as such has a duty to mitigate risk and ensure safety. President Valentine agreed that the Library Board carries responsibility and must not allow the Book House to open to the public until all guidelines are met and further sufficient review be done. The discussion followed about the date by which this book removal is to be completed which was set at September 30th, 2021. The pending book sale can be held, but outside only. Doorways are to remain clear and the ramp can temporary be utilized as a staging area for the sale (the ramp sits on a cement slab, not the house foundation.)

Assistant Director Cirone offered to make promotional material for the Labor Day book sale. Jaffe moved; Blue seconded to approve the Facility Guidelines as amended with the change of handicapped ramp clearance by September 10th, 2021 and the deadline to remove books by September 30th, 2021. Vote: unanimous - yes. Approved.

Correspondence: None.

Financials: July Report: Dave Richards presented financial information for the month of July. The TCF Bank County Treasurer account is not reconciled because the agent was not in, but the information is correct. Personal property tax is at \$58,000. Figures are similar to the norm of what they have been in the past. Delinquent property tax was already received in May. This is a timing difference but the number is comparable to the expected. Collection expenditures are at \$10,000 compared to \$9,300. Most income has already been received for the year. We are expecting another state aid payout. The housing market is favorable for library funding due to the price point of property. The housing market is expected to increase next year also. Vehicle cost is down this year compared to last year due to a repair that was needed in 2020. We are three quarters of the way through the fiscal year. Staff expenditures are under budget. Subscriptions are also under budget. Designated gifts can fluctuate greatly. Reed moved; Jaffe seconded to accept the July Financial Report. Vote: unanimous - yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. Carol Shively retired after 19 years. We threw a small staff party for her. Post cards have been delivered to every Manistee household. All the branches are open additional hours and we are close to our pre-Pandemic hours. We have participated in several outreach events with successful turnouts. We are currently down three staff members and we are putting out job postings. We are experiencing the same issues that other industries are facing regarding staffing.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Met July 21, 2021

Facilities Committee: Met July 8, 2021. The Main Floor Project: Jaffe moved; Reed seconded to accept quote of \$88,126.00 from the Library Design Associates for the Main Floor Project. Roll call vote: Valentine-yes, Blue-yes, Reed- yes, Jaffe-yes. Approved.

Policy Committee: Met June 16, 2021.

Finance Committee: Did not meet.

Old Business:

Strategic Plan: Director Greenacre presented questions from the Board to the strategic planning team. The team has answered the questions and is ready to set the starting dates. The strategic plan is a community driven plan. By nature it should not be a Board driven plan because it addresses concerns and visions by the community. Director Greenacre recommended strongly that only two board members join the strategic plan committee. Treasurer Reed recommended President Valentine and Vice President Blue to man the committee for August 31st.

Tech on Cameras and Phones: Director Greenacre presented information regarding the cameras and phone project. Nick Wallett found a phone system that is "plug and play" and will be at a reasonable cost. Director Greenacre commented that she is going to look for comparable to be assure the proposed system meets our needs. The cameras are going to be addressed at a later time after the phone system. Richard Schmidt commented that the Dial-a-Ride will be getting new a phone system and we may want to call them.

New Business:

Carol Shively Payout: Director Greenacre presented information regarding the proposed payout to Carol Shively for the occasion of her retirement. Jaffe motioned; Reed seconded for payment in the amount of \$2397.15 to be made from the "Employee Separations" account #298 000 701.001. Roll call vote: Valentine-yes, Blue-yes, Reed- yes, Jaffe-yes. Approved.

Budget 2021-2022 tentative revisions: Director Greenacre presented some small changes to the budget. More money was added to penal fines. Under the capital improvement fund Director Greenacre broke out individual projects. Vice President Blue requested Debra to make a percentage line for the staff expenditures. Director Greenacre will present the budget to the County commissioners on Friday August 6th at 3:00pm at the Courthouse. Jaffe moved; Reed seconded to accept the changes to the 2021-2022 tentative budget. Vote: unanimous - yes. Approved.

Trustee Comment: President Valentine recommended getting additional information regarding the structure of the Book House. Secretary Jaffe agreed, stating that she does not have a lot of experience with engineering reports.

Adjournment: Chair adjourned the meeting at 11:00am

Secretary: Julie Cirone, Assistant Director

Date approved: August 24th 2021