



Manistee County Library

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Manistee County Library
Board of Trustees Minutes
Nov 30, 2021
9:00am
MCL Meeting Room

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

Pledge

Roll Call: Board members present - Richard Blue, Pam Evans, Rosalind Jaffe, and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone and Commissioner Richard Schmidt. Public attendance by the Friends of the Library. Arrived after roll call, Terry Bennett.

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

Minutes: Jaffe moved; Blue seconded to approve the October 26, 2021 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: No public comment

Correspondence: The Library received a thank you card from the "Onekama 150th Anniversary" committee. This pertains to an event that was held in August.

Financials: Dave Richard conveyed that he is unable to attend this meeting but he will have financial reports from September, October, and November for the next Board meeting.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. DVD/Blu-ray players are now available for circulation at all locations. This is a service that was requested by patrons and we are pleased to fill this need.

We have gotten confirmation that the tile under the stacks is aqua and does not contain asbestos like the brown tile. Blue asked if there was still asbestos tile in the Library. Greenacre responded that the tile in the stairwells, kitchen and elevator are the areas of concern but the remodel project will not be slowed by the concurrent removal of tile under the stacks.

Library admin has staff evaluations planned and will be doing staff meetings by department.

The Library Technician is looking into mobile printing for the Library. Evans asked for clarification on what mobile printing entails. Greenacre responded that it is a service that she has provided as far back as 2011. It is wireless printing that patrons can use from their own devices like tablets, laptops, and cell phones.

Jaffe inquired about the Authors Series that just wrapped up. Cirone responded that having a remote program was a learning experience. We have identified things that we will adjust for next year but we are happy to have the Wagoner Community Center space for future programs.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Met November 17, 2021. Met regarding wage study.

Facilities Committee: Met November 18, 2021. Met regarding main floor project, Wagoner branch, and new building project RFP.

Policy Committee: Met November 17, 2021. Met regarding public comment at board meetings policy. Richard Schmidt commented that he was glad to see the library addressing this issue.

Finance Committee: Did not meet.

Old Business:

Friends of the Library: The Friends of the Library donated \$1000 for books for the children's holiday event. The Friends of the Library will not be managing a bookshelf in the Library building at this time. Valentine inquired if the Friends were opposed to the idea. Jaffe responded that it was more of a non-approached subject rather than a hard decision. The Friends of the Library need additional storage and they have secured off-site storage. The Friends invited the Board to their annual Holiday potluck party.

New Business:

Strategic Plan Proposal- Revised: Greenacre shared information regarding the reworking of the strategic plan. Evans commented that she liked the formatting of the strategic plan. She went on to say she would like to see more Board involvement in the retreat/planning process. Greenacre responded that this strategic plan was meant to be a community driven rather than a Board driven. Valentine asked Evans if having two Board members as representatives would be sufficient involvement. Evans responded that big items may come out of this that are unexpected. Greenacre responded that a solution would be holding a Board retreat for the Strategic Plan. Jaffe commented this was a good compromise. Jaffe motioned; Blue seconded to approve and to allow the Director to sign the amended strategic plan contract with MCLS (dated November 11th 2021.) Vote: unanimous - yes. Approved.

Trustee Conflict of Interest Policy: Director Greenacre shared information regarding the conflict of interest policy. Jaffe commented that conflict of interest issues are rare but can be difficult to handle. She continued that she felt this policy was clear and would be helpful because it spells out that the person with the conflict of interest removes themselves from the discussion. Jaffe motioned; Evans seconded that we accept the Trustee Conflict of Interest policy as submitted. Vote: unanimous - yes. Approved.

Selma Request: Greenacre presented information regarding acquiring a self-checkout station in the children's room. Jaffe asked if it would be a problem if someone checked out without staff monitoring. Cirone responded that we do not foresee this being an issue. Jaffe commented that the Library should try to spend down the balance of Selma to demonstrate continued need of the funding. Evans asked if there was a self-checkout system in each branch. Valentine inquired if there would be a need at the new Wagoner Branch. Greenacre responded that as of now, there is not a pressing need for self-checkout in the branches, and it is not yet known what the specific needs of the Wagoner Branch may be. Evans motioned; Blue seconded to add a self-checkout system to the children's room. Vote: unanimous - yes. Approved.

Board Trustee Comments:

Blue inquired if we had an estimation of our loss rate. At Flint Public Library, his experience was that 20-30% of "new" material was lost per year. Greenacre responded that we can run a report for "Lost" material, but for loss rate we will need to complete inventory. As this time, the Library is working on weeding the collection and we will work on completing an inventory afterwards. Bennett commented that because the system's collection is so fluid that an inventory would be very difficult. Greenacre responded that it will be challenging but it is her goal.

Future Agenda Items:

Millage Campaign 2022: This subject will be visited in January.

Adjournment: Chair adjourned the meeting at 10:15am

Secretary: Julie Cirone, Assistant Director

Date approved: 12/21 2021

