



Manistee County Library

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Manistee County Library
Board of Trustees Minutes

Oct 26, 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, Rosalind Jaffe and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, and Dave Richards. Public attendance by the Friends of the Library. Absent with prior notice, Terry Bennett.

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

Minutes: Jaffe moved; Blue seconded to approve the September 28, 2021 regular meeting minutes as amended. Vote: unanimous - yes. Approved.

Public Comment: Margaret Cooley presented concerns about book donations.

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

Financials: October Report- Dave Richards presented a draft of financial information for the month of September. September financials are not finalized due to it being the end of fiscal year but they will be finalized for next month. Overall various cash positions are favorable. Penal fines are running higher than expected. Accounts payable for payroll are as expected. The penal fines compared to last year have increased by 58% total. Collection expenditures are \$6,200 compared to \$5,500. Fees and Services are down compared to last year. State funds were slightly higher than the prior year. An uptick in revenue is predictable with the surging housing market. Staff expenditures are down. Collection expenditures are at \$6,200 compared to \$5,500 for 2020. Valentine asked what the difference was in the Capital Outlay. Director Greenacre responded that the ILS system was upgraded to a company that costs more up front but less in operational costs. Transfer to Capital Improvement this year versus last year was higher. Valentine asked if we should designate more money to the roof as we are approaching 20 years. Dave Richards responded that money could be transferred but to keep in mind incoming payments are low until January; designating funds to the roof project would demonstrate to the county that plans are being actively made. He also said price of material and labor is estimated to stay at an inflated price until 2023-2024. We are sitting in a good position with the budget and budget adjustments. Jaffe asked if Capital Outlay wasn't able to be spent. Director Greenacre responded that we didn't need to transfer anything from Software to Hardware because we did not need new machines this year.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. Nick and Debra were able to get the Hotspot costs down from \$1,127 to \$258. President Valentine said Director Greenacre made incredible savings on our HotSpot contract. Reed agreed, saying that it was great. Vice President Blue asked if daily limits were removed from HotSpots. Director Greenacre responded that yes, we are on an unlimited plan. We are working on getting more Hotspots.

President Valentine asked if the State Aid webinar was drastically different or if there was anything that might affect the Library. Director Greenacre responded that this is an annual webinar that goes over how to properly fill out information and that is a supportive tool. Five staff members attended the Michigan Library Association conference virtually.

We partnered with the Spirit of the Woods Garden Club for a pumpkin painting project. We also did a staff pumpkin carving contest. We are planning a fun activity for staff each month going forward.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Met October 13, 2021.

Facilities Committee: Met October 14, 2021. Committee met regarding main floor project and Book House. Book inventory is at a good level at the Book House and if items can be swapped out that would be best for maintaining current levels.

Policy Committee: Met October 13, 2021. The conflict of interest policy was discussed. Board will be updated with policies that were approved yet awaiting polishing.

Old Business:

Update on Main Floor Project: Director Greenacre presented information regarding the main floor project. The shelves will come in November but the furniture and finishing elements won't be ready until January. Vice President Blue asked if the carpeting will be put around the shelves or under the entire floor. Director Greenacre responded that the carpeting will go under the shelving across the entire floor. It has taken an unexpectedly long time to obtain shelving and furniture. President Blue asked if we need to consider or secure storage for our items. Director Greenacre responded that Library Design Associates are going to coordinate all of this for us. Director Greenacre recommended selecting a January date in order to prevent disruption of library service twice. President Valentine said that since we've already been waiting a year, it would be nice to get it done in one session. Secretary Jaffe and Treasurer Reed agreed that it makes more sense to do this at one time. The Board concurred with Director Greenacre to select a January date for carpeting, shelving and furniture installation.

Executive Director and Assistant Director Vacation Days: Director Greenacre presented information regarding the amount of Admin vacation days that were unused due to library short staffing. Director Greenacre reported that admin has 11 days and 19 days, respectively. Director Greenacre further commented that with her planned vacation she will have only half remaining. Assistant Director Cirone will also be using days in the near future reducing her roll-over total. Jaffe moved; Blue seconded to allow administration to roll unused vacation days to be used in 2022. Vote: unanimous - yes. Approved.

New Business:

Book House Vision: Director Greenacre shared a report containing the 'Vision' for the Book House that was well-received by the Facilities Committee. The Vision report was Created by Director Greenacre and Assistant Director Cirone. This vision for a functional space was noted as being a need since 2009.

The Book House was inspected by the City Inspector. There are additional problems with the Book House that were not noted with the original engineering report. These include drainage, foundation, electrical, upper-level, plumbing, and accessibility. The representatives from the Friends of the Library asked questions regarding the Book House Vision. Secretary Jaffe suggested approaching local architects for the project. Vice President Blue suggested soliciting architects with Library experience. Reed motioned; Blue seconded to accept the Facility Committee's recommendation to pursue development of the Book House. Vote: unanimous - yes. Approved.

Board Trustee Comments:

Informational Items: The Director's evaluation was discussed and will be coordinated by email.

Future Agenda Items:

Policies: Many policies are in the works.

Millage Campaign 2022: Millage was discussed

Adjournment: Chair adjourned the meeting at 10:58am

Secretary: Julie Cirone, Assistant Director

Date approved: November 30, 2021

