



Manistee County Library

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Manistee County Library
Board of Trustees Minutes
Sep 28, 2021
9:00am
MCL Meeting Room

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

New Board Member: Terry Bennett introduced himself and gave the Board an overview of his background as a Wellston citizen and retired healthcare Facilities Director/COO. President Valentine remarked that we now have the appropriate proportions of 2/3rd out county (Onkama, Bear Lake, Wellston) and 1/3rd Manistee. Trustee Bennett was thanked and welcomed.

Roll Call: Board members present - Richard Blue, Lauren Reed, Terry Bennett, Rosalind Jaffe and Joyce Valentine. Also present - Assistant Director Julie Cirone, and Nick Mellon CPA. Public attendance- the Friends of the Library. Director Greenacre absent with prior notice.

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

Minutes: Blue moved; Reed seconded to approve the August 24, 2021 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: Marion Rorich, Diane Opalka, and Marian Jarvinen expressed concerns regarding the Bookhouse.

Correspondence: Assistant Director Cirone presented comments of praise to Manistee County Library from area professionals at the 2021 Mid-Michigan Library League Regional Conference.

Financials: September Report- Nick Mellon presented financial information for the month of August and the budget adjustments. Total cash position is sitting at \$961,045. Penal fines receivable are at \$9,931. Penal fines are up roughly \$6,000 compared to last year. We had insignificant changes to the gross profit line; differences are due mostly to receiving a gift. Staff expenditures are at \$56,435 down from \$63,000; this fluctuation is due to reduced health insurance expenses. Building and grounds expenses are not significantly different. The library transferred \$9,000 from the general fund to the Capital Improvement fund. Selma Johnson fund was also up this year. Branch expenditures are slightly elevated from last year. Overall, we are in a very similar position as last year. President Valentine thanked Nick for including the end balance sheet. Secretary Jaffe commented that the budget looks good. Jaffe moved; Reed seconded to accept the August Financial Report. Vote: unanimous - yes. Approved. Jaffe moved; Reed seconded to accept the budget adjustments as submitted. Vote: unanimous - yes. Approved.

Administrative Report: Assistant Director Cirone presented information regarding daily function and upcoming events. This has been a busy month for the Library. We made two new hires within the last few weeks. The Library has received approval to fix the Book House and Library steps from Mark Fedder from the Historical Commission and is awaiting approval from the zoning/planning department. There are specific requirements that affect the Library because of the historical building. There are barriers with contractors: building commodities are hard to come by and contractors are turning down work because the market is flooded with projects.

President Valentine asked about the status of the drain issue in the parking lot. Assistant Director Cirone responded that the work that needs to be done on the drains is more extensive than previously thought. It was more than what the company could do during our allotted slot and it is something that will need to be revisited. The specific problem is that the soil is eroding around the drain and it is causing asphalt integrity issues. It is something that we will be addressing during another working season as this working season is almost over. This process is also affected by the same contractor issues previously stated.

Committee Reports:

Technology Committee: Did not meet.

Personnel Committee: Met September 23, 2021. Met regarding new hires.

Facilities Committee: Did not meet.

Policy Committee: Met September 23, 2021. Meeting Room policy and Minors in Library policy discussed.

Finance Committee: Met September 10, 2021. Met regarding 2022 millage.

Old Business:

Friends of the Library Bookhouse Discussion: Marian Jarvinen presented a letter to the Library Board. Discussion commenced regarding concerns about the bookhouse. At this time, no action regarding the bookhouse has been taken.

Public Hearing on the Fiscal Year 2021-2022 Budget: Jaffe motioned to close the regular Board meeting. Blue seconded the motion to close. Closure was approved by unanimous vote.

At 10:51am, the regular meeting was suspended to commence the Public Hearing on the fiscal year 2021-2022 Budget. The Friends of the Library were present for the Public Hearing and no comments (written or oral) were received. Jaffe motioned to close the public meeting. Reed seconded the motion to close. Closure approved by unanimous vote. The public hearing was closed and the regular meeting reconvened at 11:07.

New Business:

Motion to approve the 2021-2022 Budget: Blue motioned; Jaffe seconded to approved the 2021-2022 Budget as presented. Roll Call Vote: Bennet- yes, Blue- yes, Jaffe-yes, Reed-yes, Valentine-yes. Approved.

Executive Director and Assistant Director Vacation Days: Assistant Director Cirone thanked the Library Board for the vacation time that was awarded to the administration during the 2020 pandemic surge. She went on to explain that the pandemic has presented challenges in staffing. Administration is dedicated and cares about the success of the library and so have stepped up to help for months. Because of this we have significant time off that we have been unable to take. Assistant Director Cirone asked if the Board would consider rolling the time off for administration. Vice President Blue asked if they were personal time off days. Assistant Director Cirone responded that the County counted them as vacation days and there are specific rules for uses that the county ascribes to different types of days. Secretary Jaffe said that she would like to see in writing how many days and what the time period is before a vote takes place. Trustee Bennett expressed concern regarding the unpredictable nature of the pandemic if staffing would continue to be a problem and questioned if a payout would be possible. President Valentine also suggested that a partial payout may be possible. Secretary Jaffe questioned if administration was interested in a payout and suggested to defer this to personnel to explore further. The Board deferred this to the Personnel Committee.

Meeting Room Policy: Assistant Director Cirone presented the proposed meeting room policy. Vice President Blue said that this has been a working document and now it is a finished product. The previous document was inadequate and needed legal correction. President Valentine stressed that a change was made to stress that meetings must be "open to public." Secretary Jaffe questioned if anyone under 18 must be accompanied in a 1:1 adult ratio. Vice President Blue responded that the policy isn't a 1:1 ratio, just that an adult needs to be present. Secretary Jaffe asked if there are specifics regarding set-up and take down. Treasurer Reed said there may be flexibility in set-up time since the library is handling scheduling. Secretary Jaffe recommended adding it to the application process. Jaffe moved: Blue seconded to accept the Meeting Room Policy with the addition of set-up time guidelines. Vote: unanimous - yes. Approved.

Parent's Guide: Your Child's Use of the Library Policy: President Valentine went over the proposed policy. Secretary Jaffe would like the differing fonts to be corrected. She asked if anyone would get this policy alone; President Valentine asked if the revised policy would be handed out or at the front desk. Assistant Director Cirone responded that Vice President Blue suggested a wall-mounted clear display for holding all of our policies and that it would be available as a companion policy the Patron Code of

Conduct Policy. Secretary Jaffe wanted to know what the specific differences in a youth card and asked if we could clarify any differences in the policy. Assistant Director Cirone responded that we need a signature from a parent/guardian for the internet. We do not monitor or block children's accounts for checking out any material: it is up to parental discretion on material selection. Secretary Jaffe asked if a parent could see what a child checks out. Assistant Director responded that there is the Library Privacy Act and in accordance with that we require the parent/guardian to assume responsibility and liability for the materials and have them sign a statement designating any to whom we may give information about the card. Jaffe moved: Reed seconded to approve the Parent's Guide: Your Child's Use of the Library Policy with clarifications. Vote: unanimous - yes. Approved.

Trustee Comment: Secretary Jaffe asked if the Board information sheet could be updated with correct information. Secretary Jaffe said she may have a timing conflict on October 14th. President Valentine said that she would work on Trustee Bennett's committee assignments.

Future Agenda Items: President Valentine conveyed information regarding planning for the 2022 millage campaign.

Adjournment: Chair adjourned the meeting at 11:47am

Secretary: Julie Cirone, Assistant Director _____ Date approved: 10/28/21