

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
APRIL 24, 2018 PAGE 1

Present: Barry Lind, Joyce Valentine, Tamara Buswinka, and Rosalind Jaffe

Absent: Barbara Sleder (with prior notification)

Others: David Richards, Vanderwal, Spratto & Richards; Debra Greenacre, Executive Director, and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their regular monthly meeting at the Keddie Norconk Memorial Library on Tuesday, April 24, 2018. President Lind called the meeting to order at 9:03 a.m.

Approval of the Agenda

Motion by Buswinka, supported by Valentine, to approve the meeting's agenda with the addition of a discussion on the millage renewal under Old Business. All voting in favor. Motion carried.

Minutes

Motion by Buswinka, supported by Valentine, to approve the minutes of the regular meeting of March 27, 2018, as presented. All voting in favor. Motion carried.

Public Comment

None offered.

Correspondence

Mrs. Greenacre had no correspondence to report to the Board.

Financial Reports

March 2018 Financials – In reviewing the Financial Reports for the period ending March 31, 2018, Mr. Richards noted the following:

- Received \$14,890.34 in Penal Fine Revenue. Total revenue for the fiscal year will probably be more than budgeted.
- Received \$134,804.15 in Property Tax Revenue.
- Total revenue six months into the fiscal year is approximately 70% of the budgeted amount. This is not unusual as the majority of the property tax revenue has been received.
- Six months into the fiscal year, expenses should be near or below 50% of budgeted amounts. This is not true for all line items as some purchases are not made equally throughout the fiscal year.
- Plans are to do mid-year budget adjustments at the May meeting.
- Recommended the annual payment be made to the County on the HVAC loan in May.
- The only income received to the Capital Improvement Fund is interest. Suggested that the transfers into the Capital Improvement Fund be done with mid-year adjustments.
- Net Income as of March 31, 2018 is \$730,531.34.

Motion by Jaffe, supported by Valentine, to accept as presented the Financial Reports for the period ending March 31, 2018. All voting in favor. Motion carried.

FY 2016 – 2017 Audit - Mr. Richards presented an overview of the audit prepared by Gabridge & Co. for the fiscal year ending September 30, 2017. The audit, conducted in accordance with accounting standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, is an 'unqualified audit'.

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Financial Reports (continued)

The Board discussed at length the Library's unfunded pension liability. It was suggested to liquidate fixed assets to decrease the liability, but President Lind recommended that the Board wait to see what happens state-wide with unfunded pensions. Questions came up if any of the proceeds from the sale of West Shore Hospital were allocated to the Library's liability. Also, since there has been discussion about becoming a district Library, who would be responsible for the liability.

Mr. Richards will contact the County Treasurer and Administrator with the Board's questions. The Board would like someone from the County to attend a future Board meeting to discuss the pension liability.

Motion by Jaffe, supported by Valentine, to accept as presented the audit for the fiscal year October 1, 2016 to September 30, 2017. All voting in favor. Motion carried.

Administrative Report

At last month's meeting the Board suggested that the Administrative Report be based around the Strategic Plan. Mrs. Greenacre felt that there was no way the report would reflect what she wanted the Board to know. Her plans are to give the Board a report based on the Strategic Plan every couple of months.

Mrs. Greenacre highlights to the Board on the Administrative Report included that the Children's Youth Services Coordinator will start on April 30 and the Circulation Clerk will start the following Monday.

Committee Reports

Facilities Committee - The Committee (Roz Jaffe, Debra Greenacre, and Barry Lind (substituting for Barbara Sleder) met on Friday, April 6, 2018. They discussed the 2018 – 2019 budget process, 2017 – 2018 mid-year budget adjustments, current purchasing and check writing procedures.

Policy Report - The Committee (Debra Greenacre, Joyce Valentine and Tamara Buswinka) met on Friday, April 13, 2018 and discussed the Committee's approach to updating and adding details to the existing By-laws and policies. Plans are to group the policies by categories and importance. The Committee will focus on operational matters and policy, especially in the category of circulation. The Committee also plans to review the Open Meetings Act to confirm that the Library is in compliance. Mrs. Greenacre plans to draft an employee cell phone policy for the Committee's review.

As the discussion continued, Mrs. Greenacre noted that the Policy Committee would like the By-laws reviewed by an attorney when they are rewritten. President Lind recommended that a Request for Quotes be sent out before an attorney/firm is selected.

Old Business

Library Board Committee Schedule Plan Dates for May - Board members discussed May meeting dates and the following was scheduled: Facilities – May 17, Policy – May 23, Personnel – May 23, Technology – May 18. The Finance Committee did not set a meeting date, but members do so by email.

Millage - Mrs. Greenacre is working on gathering information for an informational brochure.

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New Business

Insurance Appraisal – At the July 25, 2017, meeting, the Board approved a motion to approve a Request for Bids to provide an insurance appraisal of the Audubon Book and the Library's significant paintings. The appraisal was not done and was placed on the meeting's agenda to determine if this is something the Board would like proceed with.

Mr. Richards noted that it is important that the items are properly insured and it would be a good idea to have them appraised. The Library's financial statements do not disclose the Audubon Book or the paintings. The statements should disclose what happens to the Audubon Book if the Library ceases to exist since it cannot be sold. After further discussion, the Board decided to table further discussion on having an appraisal done and requested that it be placed on the agenda in six months.

Tech Room Renovations - At the June 2016 meeting, the Board discussed renovations of the Tech Room. Since no progress was made in renovating the room, Mrs. Greenacre would like to move forward with the project. At that meeting, it was proposed to relocate the Tech Room on the main floor for easier access to the patrons. After a lengthy discussion, it was the consensus of the Board to leave the Tech Room where it is. The Board requested that Mrs. Greenacre bring a plan to the May meeting for their review with furnishings that fit the character/era (style) of the Library.

Board Trustee Comment

No comment received from the Board.

Information Items

Information Items/Articles – Manistee News Advocate articles: Onekama first grade students visit library (03/28/18), Library names Herringa new assistant director (03/29/18), Library to host "Ready to Read" program (03/30/18), Easter fun with the family (04/02/18), Manistee County Library to host April events (04/02/18), Officials encourage public to celebrated National Library Week (04/10/18), Library, families celebrate National Library Week (04/16/18) .

Adjourn

Motion by Jaffe, supported by Valentine, to adjourn the meeting at 11:43 a .m. All voting in favor.
Motion carried.

The next meeting of the Manistee Library Board will be held at 9:00 a.m., Tuesday, May 22, 2018, at the Kaleva Branch Library.

Helen Grabowski

Helen Grabowski
Recording Secretary