

MANISTEE COUNTY LIBRARY
REGULAR MEETING MINUTES
DECEMBER 18, 2018 PAGE 1

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

Others: Richard Blue; David Richards, Vanderwal Spratto & Richards, P.C.; Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

The regular monthly meeting of the Manistee County Library Board was held in the Library's Upper Level Meeting Room on Tuesday, December 18, 2018. President Lind called the meeting to order at 9:03 a.m. with the Pledge of Allegiance.

Approval of Agenda

Motion by Sleder, supported by Valentine, to approve the agenda with the addition under New Business "B" Payout of unused vacation hours for Robin Christensen. All voting in favor. Motion carried.

Minutes

Motion by Buswinka, supported by Jaffe, to approve the minutes of the November 27, 2018, regular meeting with the addition to the sentence under New Business - Meeting Room Policy Discussion to read: Currently, the policy permits nonprofit groups that are educational, cultural, or civic in content to use the room and must be open to the public. All voting in favor. Motion carried.

Public Comment

None offered.

Correspondence

Mrs. Greenacre noted the following correspondence:

- Donation (\$2,000) from Packaging Corporation of America; and,
- Thank-you from a staff member received at last month's staff meeting.

Financial Reports

At the meeting, the Board received the final Financial Reports for September, October, and November 2018.

Mr. Richards' report to the Board for fiscal year-end (September 30, 2018) included:

- The only change from the "draft" was a \$42,053.24 receivable for overpayment of MERS.
- Penal Fine Revenue for the fiscal year is approximately \$9,700 more than budgeted.
- Net loss for fiscal year end is \$287,757.16.

Financials ending October 31, 2018:

- Received \$12,805.18 in Penal Fine Revenue. This is higher than what was received in October 2017.
- Expenditures are normal for this time in the fiscal year.
- Payroll is lower than what it was last year at this time.
- Net loss as of October 31, 2018 is \$69,756.94.

Financials ending November 30, 2018:

- Received \$16,564.49 in Penal Fine Revenue. This is approximately \$4,600 more than what was received in November 2017.
- Expenditures are in-line for this time in the fiscal year.
- Net loss as of November 30, 2018 is \$159,029.27. There is no need for concern as the Library will start receiving property tax revenue.

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Financial Reports(continued)

Motion by Jaffe, supported by Sleder, to accept as presented the financials for September, October, and November 2018. All voting in favor. Motion carried.

Administrative Report

Mrs. Greenacre noted that the Christmas Party held at the Armory was successful, all staff now has the manisteelibrary.org email, and the library has received a check from the Selma Fund.

Committee Reports

The Committees have not met since the last Board meeting.

Old Business

Library Projects Update - Mrs. Greenacre has received two quotes (\$7,225 and \$5,330) for floor tile. Plans are to do a Request for Proposal for painting (interior) of the library. No report has been received from the Spicer Group for the structural assessment of the mezzanine. The indoor book drop box has arrived and the first set of book shelves is being installed to hold the Michigan collection.

New Business

Copy and Printing Policy - Currently, the Library does not have a policy for charging for color copies and since a new copier/printer has been purchased for the main floor, the current policy has been revised to include color copies.

Motion by Buswinka, supported by Sleder, to adopt the Copy and Printing Policy as recommended by Mrs. Greenacre. Cost for black and white copies are 25 cents per page, color copies 50 cents per page, and scanning to a USB drive is free. The first five pages are free for newspaper and reference articles. All voting in favor. Motion carried.

Earned 2019 Vacation Payment - Mrs. Greenacre received a memorandum from Manistee County's HR Manager/Assistant Administrator Lisa Sagala for pay-off of 2018 unused and 2019 earned vacation hours for Robin Christensen.

Motion by Jaffe, supported by Valentine, to authorize payment of \$2,762.91 to Robin Christensen for 52.5 hours of 2018 unused vacation and 129.75 earned vacation hours for 2019. Roll call: Buswinka – yes, Valentine – yes, Lind – yes, Jaffe- yes, Sleder – yes. Motion carried.

Board Trustee Comments

The following comments were received from the Board:

- Barbara Sleder will not be at the January 22 meeting.
- Barry Lind inquired how the Board wanted to proceed in updating the Library's Master Plan.

Closed Session

The following motion was received to go into closed session to conduct the Executive Director's evaluation:

Motion by Buswinka, supported by Jaffe, to go into closed session at 10:20 a.m. to conduct the Executive Director's Performance Evaluation to include Board members. Roll call: Sleder – yes, Jaffe – yes, Lind – yes, Valentine – yes, Buswinka – yes. Motion carried.

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Adjourn

President Lind called the meeting back into open session and the following motion was received to adjourn the meeting.

Motion by Sleder, supported by Valentine, to adjourn the meeting at 12:30 p.m. All voting in favor. Motion carried.

Informational Items/Other

Informational Items - Manistee News Advocate article: Author donates books to Library (12/11/18) and November 2018 Invoices.

The next regular meeting of the Manistee County Library Board will be held 9:00 a.m., Tuesday, January 22, 2019, in the Library's Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski
Recording Secretary