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

Others: Richard Schmidt, Manistee County Board of Commissioners Liaison; 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 Kaleva Branch Library on Tuesday, May 22, 2018. President Lind called the meeting to order at 9:05 a.m. with the Pledge of Allegiance.

Approval of Agenda
Motion by Jaffe, supported by Sleder, to approve the meeting’s agenda with the addition of adopting a Pet Policy under New Business. All voting in favor. Motion carried.

Minutes
Motion by Sleder, supported by Valentine, to approve the minutes of the regular meeting of April 24, 2018, as presented. All voting in favor. Motion carried.

Public Comment
None

Correspondence
Mr. Greenacre received the following correspondence:
- Library of MI Grant ($1,350) for Branch “hot spots”; and,
- Manistee County Community Foundation Youth Advisory Council Grant ($300) to develop a Young Adult area in Manistee.

Financial Reports
In reviewing the Financial Reports for the period ending April 30, 2018, Mr. Richards noted the following:
- Received $13,550.78 in Penal Fine Revenue. Penal Fine Revenue received is ahead of budgeted amount for the fiscal year.
- The Library has received 88% of its revenue.
- Account Payable is very low at this time in the fiscal year.
- Account Payable to Manistee County is about normal.
- Payment on the HVAC loan was made in April to the County.
- Majority of the expense categories are lower than the previous year.
- Funds have been reassigned to the Van and Roof Capital Improvement Fund.

Motion by Sleder, supported Valentine, to approve as presented the Financial Reports for the period ending April 30, 2018. All voting in favor. Motion carried.

Administrative Report
Mrs. Greenacre noted she has been helping the Youth Services Coordinator plan the Summer Reading Program. Plans are to finalize the millage renewal brochure by the end of the month.

The Circulation Statistics (Physical Materials, Overdrive, Hoopla, RB Digital/Zinio and MelCat) for April 2018 has increased from April 2017.
**Committee Reports**

The Facilities Committee met on May 17, 2018 and Pam Spoor and Kim Jankowiak presented a plan for renovations to Manistee’s Tech Room and main floor. Proposed was a change in the layout of the Tech Room, main floor shelving, Reading (Reference) Room and the staff’s work area. It also included furniture and carpeting that is compatible with the color scheme. The Facilities Committee recommends the Board accept the color scheme, layout, furniture and carpet that were presented. The Committee also discussed the interior back entrance and recommended seeking bids for asbestos removal and new tiles with work being done in September or October 2018. The maintenance issue with the outside lighting at the Keddie Norconk Library was also discussed.

The Finance Committee met on the 17th of May and reviewed the Executive Director’s mid-year budget adjustments and discussed funding capital improvement projects. The Committee also reviewed the “draft” 2018 – 2019 budget.

The Technology Committee met on May 18 and reviewed and discussed the two Technology Plans distributed by Mrs. Greenacre. Using the Strategic Plan as a guide, the Committee plans to develop a Technology Plan that lists the Library’s current needs, future projected needs, and develop a plan as an example. The Committee recommended the Board engage a consultant to guide the Committee with a Technology Plan, but more information is needed before it is put out for bids.

**Old Business**

Library Projects – The Board viewed the renovation plans to the Tech Room and main floor earlier with the Facilities Committee Report and complimented staff on the changes and the selection of carpet, furniture, and color scheme. A rough estimate ($70,225) of the redesign project did not include paint and painting, the back entrance (stairway), and lighting. Projects include: 1) back entrance (includes asbestos removal and new tiles), 2) Mezzanine - Tech/Young Adult area, 3) Reference/Reading Room, 4) one side of the main floor area, 5) the other side of the main floor area. Plans are to do the project in phases so that the library is still functional.

President Lind suggested that the Tech Room be relocated to the main floor and establish a young adult area on the mezzanine. Moving the young adult area to the mezzanine gives them their own special area and aligns with the Library’s Strategic Plan directives. President Lind also suggested replacing the lights (tiles) in the areas that were not done with the HVAC project.

In this year’s budget, there are funds available to do a significant number of the projects. In reality, most of the projects will not be done this fiscal year. President Lind requested the Board set direction on how to proceed forward and have staff come back with a timeline of what they think can be accomplished this fiscal year with the dollars that will be needed. At this meeting, there was not enough information for the Board to allocate funds towards the projects.

Motion by Buswinka, supported by Sleder, to approve the general concept of the projects and the various elements as presented with the change of the Tech Room/Young Adult areas and removal of asbestos in all tiled areas. All voting in favor. Motion carried.
Old Business (continued)
Motion by Iaffe, supported by Sleder, to authorize hiring a consultant to evaluate the Library’s technology needs and make recommendations for the future. All voting in favor. Motion carried.

Millage - The Friends of the Library will be helping with the millage renewal campaign and Mrs. Greenacre plans on attending meetings in the County presenting information on the renewal.

New Business
Fiscal Year 2017 – 2018 Mid-year Adjustments - In their packet, the Board received a listing of the following mid-year adjustments for their consideration.

Income:
- decrease 655.03 County Law Library from $3,500.00 to $0 (- $3,500.00)
- increase 665.00 Interest Income from $700.00 to $1,000.00 (+ $300.00)
- increase 665.01 Interest – Selma Johnson from $15.00 to $100.00 (+ $85.00)
- increase 675.01 Funds for Investments from $350.00 to $2,000.00 (+ $1,650.00)
- increase 675.03 Designated Gifts (Selma) from $24,000.00 to $26,554.00 (+$2,554.00)
- decrease 699.90 Allocated Fund Balance from $40,000.00 to $0 (- $40,000.00)
- increase 406.00 Personal Property Reimbursement from $40,000.00 to $94,599.97 (+$54,599.97)
- increase 431.00 Payment in Lieu of Taxes from $30,000.00 to $38,100.00 (+ $8,100.00)

Expenditures:
- decrease 770.21 eBooks Advantage from $16,770.00 to $10,000.00 (- $6,770.00)
- decrease 901.00 Advertising/PR from $10,000.00 to $5,000.00 (- $5,000.00)
- decrease 901.01 Other PR from $1,500.00 to $0 (- $1,500.00)
- increase 930.02 Elevator Repairs from $250.00 to $750.00 (+ $500.00)
- decrease 930.07 Tools from $200.00 to $0 (- $200.00)
- decrease 970.02 Equipment Repairs from $100.00 to $0 (- $100.00)
- decrease 820.04 Web Services from $10,000.00 to $1,000.00 (- $9,000.00)
- decrease 920.05 Internet Services from $6,700.00 to $2,000.00 (- $4,700.00)
- increase 800.05 Executive Director Search from $0 to $1,936.86 (+ $1,936.86)
- decrease 800.15 Fine Art Appraisal from $5,000.00 to $0 (- $5,000.00)
- decrease 812.01 Delivery from $10,000.00 to $2,368.00 (- $7,632.00)
- increase 955.01 Patron/ILL Costs from $150.000 to $500.00 (+ $350.00)
- decrease 955.02 Grant to Law Library from $3,500.00 to $0 (- $3,500.00)
- decrease 955.05 Miscellaneous Expense from $150.00 to $0 (- $150.00)
- decrease 955.06 Designated Gifts from $7,050.00 to $7,000.00 (- $50.00)
- decrease 717.00 Personal – Miscellaneous from $1,200.00 to $343.23 (- $856.77)
- increase 860.00 Seminars & Conferences from $1,600 to $4,000.00 (+ $2,400.00)
- decrease 860.01 Conferences from $6,000.00 to $0 (- $6,000.00)
- increase 760.05 Branch Magazines – YA from $200.00 to $400.00 (+ $200.00)
- increase 760.12 Online Ancestry from $1,250.00 to $1,300.00 (+ $50.00)
- increase 760.13 Online Consumers Report from $30.00 to $35.00 (+ $5.00)
- decrease 760.18 UpNorth Digital eBook Maint. Fee from $1,500.00 to $0 (-$1,500.00)
- increase 726.04 Library Operating from $3,300.00 to $5,550.00 (+ $2,250.00)
- decrease 727.00 Office Supplies from $2,250.00 to $0 (- $2,250.00)
New Business (continued)
Motion by Sleder, supported by Valentine, to accept as presented the recommended mid-year budget amendments to the 2017/2018 fiscal year budget and include a transfer of $70,000 to the Capital Improvement Fund for capital improvement projects. Roll call: Buswinka – yes, Jaffe – yes, Lind – yes, Valentine – yes, Sleder – yes. Motion carried.

(There is approximately $93,300 in excess funds in the budget as the result of Personal Property Reimbursement revenue was higher than budgeted and several of the projects that were planned previously have not been done.)

Fiscal Year 2018-2019 Budget (First Draft) - The Board received a “draft” copy of the 2018 – 2019 Fiscal Year Budget in their packet for review. Mrs. Greenacre noted the expense line items did not change significantly from the previous fiscal year. Moving forward, a closer look at what is being spent on materials and what is being used by the patrons is needed. With the Board’s input, Mrs. Greenacre will revise the 2018/2019 budget and email the changes to the Board.

Pet Policy
Mrs. Greenacre received an email inquiring if there is a Library policy about bringing a dog in the Library (Manistee). Since there is no policy, Mrs. Greenacre would like the Board’s input and the following motion was made:

Motion by Buswinka, supported by Sleder, to implement a policy that no pets, except service animals, are allowed in the main Library and its Branches. This is a temporary policy and is under review by the Library’s Policy Committee. All voting in favor. Motion carried.

Library Trustee Comments
None offered.

Adjourn/Other
Informational Items – Manistee News Articles: Celebrating mothers (05/12/18) and Library to host discussions on new apps (05/12/18)

Motion by Jaffe, supported by Valentine, to adjourn the meeting at 12:08 p.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee Library Board will be held at 9:00 a.m., June 26, 2018, at the Onekama Branch Library, 5283 Main Street, Onekama, MI.

Helen Grabowski
Recording Secretary