The Manistee County Library Board held their regular monthly meeting on Tuesday, October 23, 2018, in the Library’s Upper Level Meeting Room. President Lind called the meeting to order at 9:03 a.m. with the Pledge of Allegiance.

Present: Barry Lind, Rosalind Jaffe, Barbara Sleder, Joyce Valentine (9:08 – 10:20 a.m.), and Tamara Buswinka

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

**Approval of Agenda**
Motion by Sleder, supported by Jaffe, to approve the agenda with the following additions to New Business: 2019 earned vacation pay-out for April Maddox and Executive Director’s evaluation. All voting in favor. Motion carried.

**Minutes**
Motion by Buswinka, supported by Sleder, to approve the minutes of the regular meeting of September 25, 2018, with the following corrections/changes:
- In the budget adjustment spreadsheet that was done by Mr. Richards, there was an error in the adjusted amount to 967.12 Debt Repayment to the County. The correct amount is $330,000.
- On Page 4 under Old Business - 2017 donation change sentence to read: Mrs. Buswinka withdrew her motion to pay the outstanding balance to Tech Logic and suggested to table this until next month.
All voting in favor. Motion carried.

**Public Comment**
None offered.

**Correspondence** – Mrs. Greenacre received the following correspondence:
- Letter from State Librarian Randy Riley on the calculated amount of tax revenue lost ($3,670.26) from the Renaissance Zone.

**Financial Reports**
The Board received the Financial Report for the period ending September 30, 2018, at the meeting. The reports are a draft copy because of fiscal year-end and no motion is needed for approval. In reviewing the financials, Mr. Richards noted the following:
- Received $11,656.03 in September 2018 Penal Fines. This is higher than normal for this time in the fiscal year.
- Working with Lisa Sagala on overpayment of pension to the County.
- Expenditures are in-line as to what was expected.
- Prepaid expenditures to Manistee County will need to be finalized.
- All receivables have been confirmed.
- Plans are to have final September Financials at next month’s meeting.
- Financials reflect the transfer to the Capital Improvement Fund and payment of the HVAC loan approved at last month’s meeting.
Administrative Report
Additions to the Administrative Report include:

- The Spicer Group was here this morning to do a structural assessment of the second floor (mezzanine). Their report should be ready in a few weeks.
- The Youth Services Coordinator position is still vacant and has been reposted.
- A deer hit the Library’s van and shattered the windshield.
- Someone hit the book drop box in Onekama last week-end.

Committee Report
The Policy Committee met on the 12th of October and reviewed the Bylaws and completed the first draft.

The other committees have not met since the last Board meeting.

Old Business
Library Projects Update – Mrs. Greenacre has received one quote for new tiles and is still waiting for another. Plans are to purchase shelving for the main floor with the balance in the Selma Johnson account.

Keddie Norconk Library Memorial Library Contract - At last month’s meeting, the Board discussed the August 2002 contract between the Keddie Norconk Memorial Library Board and the Manistee County Library Board. Some Board members felt it could be more detailed outlining the responsibilities of each Board, but it was the consensus of the Board to leave the contract as is. If questions come up as to who is responsible to pay for something, President Lind requested that Mrs. Greenacre bring it to the Board.

New Business
Library Attorney - Mrs. Greenacre has contacted Anne Seurynck from Foster Swift Collins & Smith P.C. and she responded by giving a brief description of their services and costs. At this time, Mrs. Greenacre is not requesting the Board retain Foster Swift Collins & Smith P.C. for legal services.

Review of first draft of Library Bylaws - At the meeting, the Board received the first draft of the Library’s Bylaws. Changes/revisions are in red and Board members are requested to review the document before the November meeting.

Earned 2019 Vacation Payment - Mrs. Greenacre received a memorandum from Manistee County’s HR Manager/Assistant Administrator Lisa Sagala for pay-off of 2019 earned vacation hours for April Maddox who resigned on September 14, 2018.

Motion by Jaffe, supported by Valentine, to authorize payment of $463.13 to April Maddox for 2019 earned vacation hours. Roll call: Sleder – yes, Lind – yes, Valentine – yes, Jaffe – yes, Buswinka – yes. Motion carried.

Executive Director’s Evaluation - Mrs. Buswinka is working on the draft of the Executive Director’s evaluation and plans are to have a first draft of the evaluation form available at next month’s meeting for the Board’s review. The goal is to conduct the evaluation by the end of December. Ms. Valentine will work with Mrs. Buswinka on the form.
Board Trustee Comments

- Tamara Buswinka commented on Board interaction with staff and how they conduct themselves outside Board meetings. This will be addressed in the Library Bylaws.
- Ms. Jaffe noted that Board evaluations were never done and it might be something the Board considers.
- Mr. Lind suggested the Board start thinking of the Board’s Strategic Plan exercise in January. The last few years Mrs. Buswinka has been the facilitator and President Lind suggest it would be better if someone else facilitated the session since she is now on the Board.
- Mrs. Sleder commented that patrons are using the Reading Room.

Information Items

Manistee News Advocate Article: Library to host annual Author Series (Sept. 29/30, 2018) and Library to host slew of Halloween parties, events (Oct. 10, 2018).

(At the meeting, the Board received two hand-outs from Mrs. Greenacre that she received from Anne Seurynck – Behind Closed Doors: What Can a Public Body Discuss in Closed Session? and Ten Critical Issues that Every Michigan Library Trustee Must Know.)

Adjourn/Other

Motion by Sleder, supported by Valentine, to adjourn the meeting at 10:20 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held at 9:00 a.m., Tuesday, November 27, 2018, in the Library’s Upper Level Meeting Room.

Helen Grabowski
Recording Secretary