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

Others: Richard Schmidt, Manistee County Board of Commissioners Liaison; David Richards, Vanderwal, Spratto & Richards (9:10 – 9:45 a.m.; Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their regular monthly meeting in the Library’s Upper Level Meeting Room on Tuesday, September 25, 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 as presented the meeting’s agenda. All voting in favor. Motion carried.

Minutes
Motion by Jaffe, supported by Sleder, to approve the minutes of the August 28, 2018, regular meeting, with the following changes:

- Administrative Report change last sentence to: Circulation statistics were discussed and the Board had concerns about the format and information previously gathered and expressed some concerns about the decline in circulation statistics.
- Committee Reports (Technology) reopening of the skylight will be done in conjunction with redoing the roof.
- New Business – 2017 Patron Donation add personal payment system was received in August 2018. All voting in favor. Motion carried.

Public Comment
None offered.

Correspondence
Mrs. Greenacre received a letter from a patron thanking the Library for allowing the accommodation of not having to present her library card each and every time books are checked out.

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

- Penal Fine Revenue reflects July and August Penal Fines.
- Cash fund balance is higher than normal.
- Revenue received is what was expected.
- Expenditures are down which leads to the excess cash.
- Portion of the funds in the Bear Lake Branch Improvement Capital Improvement Fund is being spent for new doors.
- Recommended to pay the County the balance of the HVAC loan and transfer $200,000 to the Capital Improvement Fund. There still will be sufficient funds to cover expenditures until tax revenue is received in January 2019.
Financial Reports (continued)
Motion by Sleder, supported by Valentine, to accept the recommendation from Mr. Richards to pay Manistee County $300,000 as payment in full for the HVAC loan and transfer $200,000 to the Capital Improvement Fund this fiscal year. Roll call: Sleder – yes, Jaffe – yes, Lind – yes, Valentine – yes, Buswinka – yes. Motion carried.

Budget Adjustments 2017 - 2018 - The largest budget adjustment to revenue was to Current Property Taxes as the amount originally budgeted included reimbursement for personal property. The adjustment to revenue decreased $18,602.03 and expenditures increased $517,361.77.

Motion by Sleder, supported by Valentine, to accept as presented the following year-end budget adjustments to the 2017-2018 Budget:

Income:
- increase 655.01 Penal Fines from $120,000.00 to $125,000.00 (+ $5,000.00)
- increase 651.03 Lost/Damaged Materials from $1,300.00 to $1,700.00 (+ $400.00)
- increase 665.00 Interest Income from $1,000.00 to $1,400.00 (+ $400.00)
- increase 665.01 Interest Income Selma Johnson from $100.00 to $130.00 (+ $30.00)
- increase 675.02 Designated Gifts from $7,000.00 to $8,500.00 (+ $1,500.00)
- increase 569.02 State Aid to Libraries from $13,500.00 to $17,000.00 (+ 3,500.00)
- decrease 402.00 Current Property Taxes from $1,048,034.00 to $998,738.00 (- $49,296.00)
- increase 411.00 Delinquent Real Taxes from $71,660.00 to $80,472.00 (+ $8,812.00)
- increase 423.00 Commercial Forest Withdrawal from $0 to $552.00 (+ $552.00)
- increase 420.05 Transfer to Capital Improvements from $0 to $10,499.97 (+ $10,499.97)

Expenses:
- increase 770.01 Audio Tapes – Adult from $100.00 to $900.00 (+ $800.00)
- increase 901.03 Other PR from $0 to $1,400.00 (+ $1,400.00)
- increase 750.07 Professional Collection from $0 to $100.00 (+ $100.00)
- increase 975.11 Selma Capital from $4,000.00 to $5,500.00 (+ $1,500.00)
- increase 740.23 Bear Lake Expenses from $4,650.00 to $13,000.00 (+ $8,350.00)
- increase 940.00 Branch Mileage from $2,500.00 to $3,000.00 (+ $500.00)
- increase 940.05 Bear Lake Utilities from $5,400.00 to $5,750.00 (+ $350.00)
- increase 940.07 Wellston Utilities from $2,250.00 to $3,500.00 (+ $1,250.00)
- increase 930.02 Elevator - Other from $750.00 to $775.00 (+ $25.00)
- increase 930.10 HVAC System Maintenance from $7,000.00 to $14,000.00 (+ $7,000.00)
- increase 800.01 MMLL from $8,300.00 to $9,000.00 (+ $700.00)
- increase 800.06 Professional Fees/Services from $800.00 to $4,800.00 (+ $4,000.00)
- increase 801.01 Accounting Services from $10,000.00 to $11,000.00 (+ $1,000.00)
- increase 813.00 Copier Maintenance from $2,000.00 to $2,500.00 (+ $500.00)
- increase 955.06 Designated Gifts from $7,000.00 to $13,700.00 (+ $6,700.00)
- increase 703.50 Temp Position/Upgrade Cost from $7,000.00 to $10,100.00 (+ $3,100.00)
- increase 716.08 Workers Compensation from $1,181.00 to $1,400.00 (+ $219.00)
- increase 716.12 Retirement from $57,604.00 to $63,000.00 (+ $5,396.00)
- increase 717.00 Personnel - Miscellaneous from $343.23 to $500.00 (+ $156.77)
- increase 880.04 General Audience from $3,000.00 to $4,400.00 (+ $1,400.00)
- increase 760.08 Newspapers - Branch from $2,200.00 to $2,300.00 (+ $100.00)
- increase 760.10 Online Subscriptions from $100.00 to $900.00 (+ $800.00)
Financial Reports (continued)
- increase 760.15 Online Hoopla from $3,500.00 to $7,000.00 (+ $1,500.00)
- increase 760.16 Online Newsbank from $4,185.00 to $4,500.00 (+ $315.00)
- increase 999.00 Transfer to C.R.F. from $70,000.00 to $270,000.00 (+ $200,000.00)
- increase 967.12 Debt Repayment to the County from $30,000.00 to $300,000.00 (+ $270,000.00)


Administrative Report
Additions to the Administrative Report include the installation of new handicap accessible doors at the Keddie Norconk Library (Bear Lake). The Reading Room opened today, but the display units for periodicals and newspapers will need to be ordered.

Ms. Valentine requested clarification what room in the basement is being cleared for programs and an update on the Youth Services Coordinator vacancy. President Lind had questions about how often the Keddie Norconk Memorial Library Board meets (every three months). At the Keddie Norconk Library Board meeting in September 2018, Mrs. Greenacre received a list of the responsibilities of that Board. This is not what she was looking for, but what a new contract would look like. At their December meeting, they plan to have a new contract so Mrs. Greenacre can bring it to the Library Board so there is a better understanding who is responsible for what. In the discussion that followed, questions arose if the Keddie Norconk Memorial Library Board is a legal board. Mrs. Greenacre plans to contact the Michigan Library law attorney for an opinion about the legality of the Keddie Norconk Memorial Library Board.

Public Hearing on Fiscal Year 2018 – 2019 Budget - At 10:00 a.m., President Lind suspend the regular meeting and opened the Public Hearing on the fiscal year 2018 – 2019 Budget. No comments (written or oral) were received and President Lind closed the public hearing and reconvened the regular meeting.

The discussion continued on the Keddie Norconk Memorial Library and President Lind would like all Board members to have a copy of the August 2002 contract and refer this to the Facilities Committee. In addition, he suggested the Library obtain legal counsel on the issues related to the structure of the Keddie Norconk Memorial Library Board.

The Board reviewed the August statistics and it was suggested that programs be revaluated as attendance is low as to the number of programs held.

Committee Reports
Personnel - The Personnel Committee (Tamara Buswinka, Barry Lind, and Debra Greenacre) met on Wednesday, August 29, 2018 and prioritized four tasks. They are: 1) Meet with Manistee County Administrator Dave Kieft to discuss human resource services. 2) Review and revise job descriptions and titles of Library personnel. 3) Research and review different human resource models and services of other libraries to understand their applicability to the Manistee County Library. 4) Create and conduct the Executive Director’s evaluation. By completing the tasks, the Committee hopes to provide human resource assistance and expand institutional capacity.

Facilities - The Facilities Committee (Barbara Sleder, Rosalind Jaffe, and Debra Greenacre) met on Thursday, August 30, 2018 and their discussion focused on four priority projects. Discussed were: 1) Reference Room to Reading Room. Most of the furniture has been received and quotes have been received for installation of the carpet. 2) New tiles will be installed in conjunction with the asbestos
Committee Reports (continued)

removal. 3) Asbestos removal. Mrs. Greenacre will contact Insulation & Environmental Services to schedule work. 4) Mrs. Greenacre with follow-up with Spicer Group on the structural assessment of the mezzanine.

Policy – The Policy Committee (Tamara Buswinka, Joyce Valentine, and Debra Greenacre) met on Friday, September 7, 2018 to continue work on updating the Library’s policies and By-laws. They have completed their first review and edits and will review them at their next meeting. Mrs. Greenacre has a policy priority list and will email the Committee an Ethics Statement that may be included in the By-laws along with the edited By-laws. The Committee will then begin to focus on the Financial Procedures/Policy. The Committee will continue with their to-do list which includes the Employee Grievance Policy/Flow Chart that they developed at the June 22 meeting.

Old Business

Library Project Update - In their packet, the Board received a proposal from Spicer Group to perform a structural assessment of the second floor (mezzanine) and look at options on removing some columns on the first floor to create more space. Mrs. Greenacre is recommending the Board approve the proposal from Spicer Group in order to move forward. In the discussion that followed, questions arose regarding the preservation of historic documents and how many documents are included in the estimate.

Motion by Jaffe, supported by Valentine, to hire the Spicer Group to conduct a structural assessment of second floor (mezzanine) for a total estimated cost of $2,500 and up to $700 for the preservation of Library historic documents as per their proposal dated September 11, 2018. Roll call: Buswinka – yes, Valentine – yes, Lind – yes, Jaffe – yes, Sleder – yes. Motion carried.

June 2017 Donation - At last month’s meeting, the Board discussed the June 2017 donation from a patron for the purchase of a self-checkout and payment system. At that meeting, the Board requested a detailed invoice which was included in this month’s packet. Mrs. Greenacre is recommending that the Board approve payment of the outstanding balance to Tech Logic Corp.

Motion by Buswinka, supported by Valentine, to approve payment of $7,163.12 to Tech Logic Corp. for the balance due for the self-checkout and payment system.

In the discussion that followed, President Lind had questions about the charges for onsite and remote labor. The system has not been taken out of the box and Mrs. Greenacre will make sure that Tech Logic installs the system. Several questions were raised and it was suggested that this be referred to the Technology Committee. Mrs. Buswinka withdrew her motion to pay the outstanding balance to Tech Logic and suggested to table this until next month. President Lind recommended that the Board agree to pay at least for the equipment the Library received. After further discussion about whether or not to pay the invoice, the following motion was made:

Motion by Jaffe, supported by Buswinka, to pay Tech Logic $7,163.12 for the balance due for the self-checkout and payment system. Roll call: Sleder – yes, Jaffe – yes, Lind – yes, Valentine – no, Buswinka – yes. Motion carried.
New Business
Snow removal - For the past several years, Jason Thompson Landscape & Design, LLC cleared snow and salted the Library’s parking lot. Mrs. Greenacre placed this on the agenda for the Board’s discussion as to whether or not they wanted to advertise for quotes or continue with Jason Thompson Landscape & Design, LLC.

Motion by Buwsinka, supported by Sleder, to continue with Jason Thompson Landscape & Design, LLC for snow removal for the 2018/2019 winter season. All voting in favor. Motion carried.


2018/2019 Budget - Before requesting a motion to approve the 2018/2019 Budget, President Lind noted the percent of the Budget that is allocated to physical items for patron use and programming costs vs. staffing, utilities, etc. reflects an increase from previous years.

Motion by Sleder, supported by Valentine, to approve the 2018 – 2019 Fiscal Year Budget as presented. Roll call: Buswinka – yes, Valentine – yes, Lind - yes, Jaffe – yes, Sleder – yes. Motion carried.

Amend 2018 Selma Johnson Fund Expenditures - Mrs. Greenacre would like to add the purchase of acrylic display cases for the Reading Room and would like the Board’s approval to purchase them from the Selma Johnson Fund.

Motion by Jaffe, supported by Sleder, to amend the Selma Johnson request approved at the March 6, 2018 meeting to purchase 39 periodical and 8 newspaper acrylic display cases for a cost of $3,249.76 for Manistee. Roll call: Sleder – yes, Jaffe – yes, Lind – yes, Valentine – yes, Buswinka – yes. Motion carried.

Board Trustee Comments
Since the last meeting, Ms. Sleder has taken books that were donated by the Friends of the Library to the Armory Youth Center. No other comments were received from the Board.

Adjourn/Other
In their packet, the Board received the following informational items: Manistee News Articles: Library’s successful summer program carries on (08/23/18); Manistee County Library to feature ‘Seed Library’ (09-01-03/18); Library hosts superhero party (09/10/18).

Motion by Sleder, supported by Valentine, to adjourn the meeting at 11:03 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, October 24, 2018, in the Library’s Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski
Recording Secretary