The Manistee County Library Board held their regular monthly meeting in the Library’s Upper Level Meeting Room on Tuesday, April 23, 2019. Vice President Barry Lind called the meeting to order at 9:04 a.m. with the Pledge of Allegiance.

**Approval of the Agenda**
Motion by Sleder, supported by Jaffe, to approve the meeting’s agenda as presented. All voting in favor. Motion carried.

**Minutes**
Motion by Sleder, supported by Buswinka, to approve the minutes of the regular meeting of March 26, 2019, as presented. All voting in favor. Motion carried.

**Public Comment**
No public.

**Correspondence**
Mrs. Greenacre had no additional correspondence.

**Financial Reports**
March 2019 Financials – In reviewing the Financial Reports for the period ending March 31, 2019, Mr. Richards noted the following:

- Received $13,234.52 in March Penal Fine Revenue. This is less than what was received in March 2018. Total Penal Fine Revenue is up from last fiscal year.
- Received $207,144.73 in March Property Tax Revenue. The majority of the property tax revenue for this fiscal year has been received.
- Personal Property Tax Reimbursement was approximately $55,000 less than what was received last year. This year the Library received $39,609.37 compared to $94,599.97 last year.
- Compared to last year, six months into the fiscal year total revenue is down.
- Accounts Payable to the County is normal.
- 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.
- Recommended that transfers to the Capital Improvement Fund be made after all property tax revenue is received.
- Suggested doing a five year budget for the Capital Improvement Fund.
**Financial Reports (continued)**

FY 2017 – 2018 Audit - Mr. Richards presented an overview of the audit prepared by Gabridge & Co. for the fiscal year ending September 30, 2018. 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 a “clean audit”.

Motion by Jaffe, supported by Buswinka, to accept as presented the Financial Reports for the period ending March 31, 2019. All voting in favor. Motion carried.

Motion by Sleder, supported by Jaffe, to accept as presented the annual audit prepared by Gabridge & Co. for the fiscal year October 1, 2017 to September 30, 2018. All voting in favor. Motion carried.

**Administrative Report**

Additions to the Administrative Report included: the Onekama Branch Manager is retiring June 1 and the position has been posted internally. Staff has started spring cleaning especially in the basement and their work areas.

**Committee Reports**

Facilities Committee - The Facilities Committee (Joyce Valentine, Barbara Sleder and Debra Greenacre) met on Friday, April 5, 2019 and discussed the unresolved issue from the March 26 Board Meeting regarding the upgrade of the Tech Room which includes new carpet, paint and furniture. The Committee is recommending the Board approve upgrades at this meeting to the Tech Room. They also discussed spending Selma Funds and Makerspace.

There was also a discussion about a new library, two stand-up computers for the main floor, and relocating the Tech Room to the main floor and if the furniture that is purchased at this time will be used in that location when the change is made.

Motion by Sleder, supported by Jaffe, to upgrade the Tech Room with new carpeting, furniture and paint not to exceed $11,000. Roll call - Sleder – yes, Lind – yes, Jaffe – yes, Buswinka – yes. Motion carried.

In the discussion that followed, the question came up if $11,000 is enough to cover the cost of the carpeting, furniture and paint and the following motion was made:

Motion by Buswinka, supported by Lind, to amend the previous motion to upgrade the Tech Room with new carpeting, furniture and paint with the addition of two stand-up computers for the main floor not to exceed $15,000. Roll call: Buswinka – yes, Jaffe – yes, Lind - yes, Sleder – yes. Motion carried.

Policy Committee - The Policy Committee (Debra Greenacre, Joyce Valentine and Rosalind Jaffe) met on Friday, April 12, 2019 and reviewed the second draft of the Patron Code of Conduct Policy before it is sent for legal review. They also reviewed the Library Board Bylaws and will send them to the Mid-Michigan Library League Director Sheryl Mase and for legal review if needed. The Committee also discussed possible updates/recommendations to the Financial Policy made by the Finance Committee.
Committee Reports (continued)
Finance Committee - The Finance Committee (Tamara Buswinka, Rosalind Jaffe, and Debra Greenacre) met on Thursday, April 11, 2019 and reviewed the current Financial Policy. Additional research is needed before updating certain sections, including purchasing procedures. In addition to researching other libraries’ policies, Mrs. Greenacre and Ms. Jaffe will meet with Dave Richards for his input. The Committee also expressed preference in receiving financial reports prior to the monthly Board meetings. Mrs. Greeacre will have a “draft” 2019-2020 budget for next month’s committee meeting so it can be presented to the Board at the May meeting.

The Technology and Personnel Committees did not meet.

Old Business
Library Projects Update - A last month’s meeting, the Board discussed hiring a Project Manager (general contractor) to oversee Library projects. This was referred to the Facilities Committee last month and Mr. Lind requested they bring a recommendation to the next meeting.

New Business
Strategic Plan Proposal – The discussion began by Mrs. Buswinka asking who the Strategic Plan is written for as from the proposal she was not sure if it is a Board’s Plan, a Director’s Plan, or a Community Plan. In the Midwest Collaborative for Library Services proposal, the Strategic Planning Committee interviews community leaders, identifies groups that will be invited to participate in community conversation, and attend a half-day retreat to identify the library’s core values, vision, and key success factors. If it is a Board plan, than the Board should be in the process especially where key things are being discussed. Whoever is facilitating the process, must be experts in libraries and future library direction and getting the right deliverables to the Board.

Mr. Lind would like to call it a Board Strategic Plan. The Board needs something to make decisions regarding the budget, capital improvements, etc. The current document is getting older and the farther the Board gets away from that document one starts to question is there something more that has changed. The Board could continue to use the current plan and just update it. Until the Board decides how to proceed, he suggested doing a basic two year Strategic Plan.

Mrs. Greenacre and Mrs. Buswinka will have a discussion with David Votta (facilitator for engagement and retreats, as well the writer of the plan) about a long term Master Plan (10 – 20 years) and a short term Strategic Plan (1 to 3 years) with goals that are written and functional for the Board with implementable tasks that can be achieved.

Library Closure - Working with the Midwest Collaborative for Library Services, Mrs. Greenacre has scheduled a staff Customer Service Interactive Workshop on Wednesday, August 14, 2019. She is requesting the Board’s approval to close all library locations on that day.

Motion by Buswinka, supported by Sleder, to close all six library locations for staff in-service training on Wednesday, August 14, 2019. All voting in favor. Motion carried.
New Business (continued)
Selma Johnson 2019 Expenditures - In their packet, the Board received a list of items by Branch as recommended by Mrs. Greenacre to be spent from the Selma Johnson Fund. Items include Makerspace tables for children.

Motion by Buswinka, supported by Sleder, to approve the expenditure of $26,400 from the Selma Johnson Fund to be spent on items recommended by the Executive Director. Roll call: Buswinka – yes, Jaffe – yes, Lind – yes, Sleder – yes. Motion carried.

Trustee Video
The Board viewed a short video on Library Advocacy. A handout of the video was in their packet.

Board Trustee Comment
The following trustee comments were received:
- Ms. Jaffe had a request that staff have name tags. A patron with children commented that he is not always allowed to pick up library materials for family members if they are not with him.
- Mr. Lind commented that the Board and the Friends of the Library are not in alignment in their goals/visions and at some point the Board needs to address that. Also, more information on DDA and libraries state tax changes.

Information Items
Information Items/Articles – Proposed federal costs to libraries send wrong message (03/29/19). Manistee News Advocate Articles - National Library week celebrated at County branches (04/08/19); Manistee County Library hosts party for National Library Week (04/15/19); Friends of the Manistee County Library Spring 2019 Newsletter; 2019 Leadership Learning Lab schedule; and March 2019 invoices.

Adjourn
Motion by Sleder, supported by Jaffe, to adjourn the meeting at 12:04 p.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 28, 2019.

Helen Grabowski
Recording Secretary