The regular monthly meeting of the Manistee County Library Board was held on Tuesday, August 27, 2019, in the Upper Level Meeting Room of the Manistee County Library. President Valentine called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Present
Barry Lind, Joyce Valentine, Rosalind Jaffe, Barbara Sleder 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 Buswinka, to approve as presented the meeting’s agenda. All voting in favor. Motion carried.

Minutes
Motion by Lind, supported by Sleder, to approve as presented the minutes of the July 23, 2019, regular meeting. All voting in favor. Motion carried.

Public Comment
No public in attendance.

Correspondence
Mrs. Greenance has received two thank you notes. One was from a young patron who was a Summer Reading Program grand prize (bike) winner. The other note was from Sarah Helge for the donation of a magazine rack to be used at the Wagoner Center.

Financial Reports
In reviewing the Financial Reports for the period ending July 31, 2019, Mr. Richards noted the following:
- Received $5,150.11 in Penal Fine Revenue. This is considerably lower than what was received in July 2018. Total Penal Fine Revenue for this time in the fiscal year is up slightly from last year.
- Accounts Payable (2002.00) is low.
- Accounts Payable to Manistee County (2005.00) is payroll for the month.
- There are no big surprises on the Balance Sheet.
- Current Property Taxes received is approximately $21,800 more than budgeted. This is due to an increase in property tax assessments.
- Personal Property Tax Reimbursement (408.00) does not reflect the check ($55,410.81) received this week. This should be inline what the Library has received in previous years.
- Ten months into the fiscal year, expense line items should be approximately 83% of budget. This is not true with all line items as materials/supplies/etc. are ordered and paid at different times throughout the fiscal year.

Motion by Jaffe, supported by Sleder, to accept as presented the Financial Reports for the period ending July 31, 2019. All voting in favor. Motion carried.
Administrative Report
A refund of $5,595 was received from Tech Logic for the payment system that was returned. Other payment systems are being looked at but no decisions have been made. The furniture has arrived sooner than expected for the Tech Room. The quote received to paint the Tech Room came in high and Mrs. Greenacre is seeking other quotes. All the fire extinguishers in the Branch have been inspected and currently up-to-date. There was a power surge on the main server that brought the HVAC system down.

Committee Reports
Personnel Committee - The Personnel Committee (Barbara Sleder, Barry Lind, and Debra Greenacre) met on Tuesday, August 20. They discussed the Director’s upcoming evaluation which will be based on the current Strategic Plan. The final evaluation plan that includes the Director’s top five goals will be presented at the next Board meeting.

The Technology, Facilities, Policy, Finance, DDA ad hoc Committees did not meet since the last Board meeting.

Old Business
Library Projects Update - Mrs. Greenacre is working on getting the Tech Room updated. She is also working on the asbestos removal and tile replacement.

New Business
2nd motion - Final Draft of By Laws - President Valentine requested a motion to approve the amendments to the Library’s Bylaws and the following was received:

Motion by Buswinka, supported by Sleder, this is the second of three motion to approve the amendments to the Library Bylaws. All voting in favor. Motion carried.

Public Hearing on FY 2019 – 2020 Budget - President Valentine requested a motion to set a Public Hearing on the budget for the 2019 – 2020 Fiscal Year.

Motion by Lind, supported by Jaffe, to set the Public Hearing on the Fiscal Year 2019 – 2020 Budget for Tuesday, September 24, 2019, at 10:00 a.m. in the Library’s Upper Level Meeting Room. All voting in favor. Motion carried.

Amend 2019 Selma Johnson Fund - At the April 23, 2019, meeting, the Board approved expenditures from the Selma Johnson Fund and Mrs. Greenacre is requesting that the Board amend those expenditures. Changes include the purchase of ten computer monitors for the Tech Room, a drinking fountain for the main level, and three charging stations with the balance applied to the Tech Room renovations.

Motion by Buswinka, supported by Jaffe, to amend Selma Johnson expenditures as recommended by the Library Director. All voting in favor. Motion carried.
DDA Capture Discussion - In their packet, the Board received an email from Clare Membiela regarding the capture of millage. All millages (including new and renewed) passed after December 31, 2016 are automatically exempt from capture. To ensure that the County is in compliance with the law a letter could be sent to the County Treasurer notifying the Library’s millage is no longer eligible for capture under MCL 125.4203 (3), confirming that there will be no capture. In the discussion that followed, it was suggested that when the DDA ad hoc Committee meets next month they come up with a recommendation to be presented at next month’s Board meeting.

Strategic Plan Contract - Last month, the Board received an updated proposal from David Votta (Midwest Collaborative for Library Services) to review. President Valentine requested a motion to accept the updated proposal and the following was received:

Motion by Sleder, supported by Lind, to approve the proposal from Midwest Collaborative for Library Services for a new strategic plan. Furthermore, the Library Board President is authorized to sign the proposal for services. All voting in favor. Motion carried.

Board Trustee Comments
President Valentine thanked the Board for reading their emails, notes, minutes, etc. prior to the meeting.

Information Items
Manistee News Advocate article: Enlightening activities for all (08/07/19) and listing of July 2019 bills.

Adjourn
Motion by Sleder, supported by Jaffe, to adjourn the meeting at 9:55 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held 9:00 a.m. on Tuesday, September 24, 2019.

Helen Grabowski
Recording Secretary