The regular monthly meeting of the Manistee County Library Board was held in the Library’s Upper Level Meeting Room on Tuesday, December 17, 2019. President Valentine called the meeting to order at 9:03 a.m. with the Pledge of Allegiance.

**Present**
Joyce Valentine, Barry Lind, Rosalind Jaffe, and Tamara Buswinka

**Absent**
Barbara Sleder with prior notification

**Others**
David Richards, Richards & McDougall; Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

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

**Approval of Minutes**
The Board tabled approval of the minutes of the November 26, 2019 meeting. Missing was a motion that was made when the Board went back into Open Session after the Closed Session.

**Public Comment**
No public in attendance.

**Correspondence**
Mrs. Greenacre received a phone call from Packaging Corporation of America that they are donating $2,000 to the Library.

**Financials**
The Board received Financial Reports for the period ending November 30, 2019 at the meeting. The reports are a draft and no motion is need for approval. In reviewing the November financials, Mr. Richards noted:
- Fiscal year-end paperwork has been sent to the auditors. Plans are they will be at the Library on the 9th and 10th of January.
- September, October, November and December financial reports will be finalized and will be ready for the Board's approval at the January meeting.
- Accounts Payable - Manistee County (2005.00) is higher than usual as there was a transfer that was not made by the County.
- Accounts Payable (2002.00) is the new norm as a result of the decrease in expenditures.
- November Penal Fines are down approximately $4,700 from last November.
- Total revenue is down approximately $4,500 (13.5%) from the previous fiscal year.
Financial Reports (continued)
- Two per cent of the Library’s revenue has been received.
- Total expenditures for this fiscal year are approximately $15,300 less than last year at this time.
- Transfers will be done after Property Tax revenue has been received.

Administrative Report
Mrs. Greenacre noted the following:
- Atrium circulation system has been implemented
- Waiting for a quote from Temperature Control to fix the HVAC issues
- Electricians have installed a new control box for the parking lot lights
- Miss Michigan held a story time on Saturday, December 7 at the Library
- The Library now has welcome bags that contain information on Library services.

Committee Reports
The Committees have not met since the last Board meeting.

Old Business
DDA Capture Update - Mrs. Greenacre met with Ed Bradford and Tom Stege earlier this month and they both understood the City of Manistee and Filer Township should not be taking the DDA capture from the Library. They will not take the capture for 2019 and the Library Board will have to decide if they want to be reimbursed for the 2018 funds or if there is something the DDAs can do for the Library.

Library Projects Update – Previously covered.

Board Assessment Discussion - President Valentine requested input from the Board about when the Board’s assessment should be done. It was suggested that it be done before or after the Strategic Plan and at a time where it would take only one meeting to complete. As the discussion continued, it was decided that Board members complete the one page assessment for discussion at the January meeting. In the future, it was suggested that it be done annually later in the year (August – September) prior to the Director’s evaluation.

New Business
Holiday Schedule 2020 - The Board received a proposed 2020 Holiday Schedule in their packet. There was a discussion about the Library being open on July 3 and because of issues with scheduling coverage, it was decided to close on July 3 in addition to July 4.

Motion by Lind, supported by Jaffe, to approve the 2020 Holiday Schedule as presented. All voting in favor. Motion carried.
Board Trustee Comments

- Mr. Lind did not seek reappointment to the Board and noted that it has been a pleasure working with everyone. His motivation for being on the Board was the various newspaper articles he read on the issues/projects the Library faced year after year. Since being on the Board, critical issues have been addressed moving the organization forward.
- Ms. Jaffe thanked Mr. Lind for this time on the Library Board.
- Ms. Valentine thanked Mr. Lind on behalf of herself and the Board for all the diligence he put in while on the Board.

Informational Items

In their packet the Board received a listing of November 2019 invoices, Manistee News Advocate articles: Lakeside Club Donation (11/25/19) and Miss Michigan to headline Sleighbell Weekend as grand marshal (12/04/19); Miss Michigan reads to children at the Library (12/09/19); and Library to host Holiday Open House (12/09/19)

Adjourn

Motion by Jaffe, supported by Buswinka, to adjourn the meeting at 10:15 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held Tuesday, January 28, 2020, at 9:00 a.m. in the Library’s Upper Level Meeting Room.

Helen Grabowski
Recording Secretary