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

Absent: Tamara Buswinka (with prior notification)

Others: David Richards, Vanderwal, Spratto & Richards (9:10 – 10:05 a.m.); Jane Bond, Manistee News Advocate (9:10 – 11:35 a.m.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary (9:10 – 11:35 a.m.)

The Manistee County Library Board held their organizational/regualr monthly meeting in the Library’s Upper Level Meeting Room on Tuesday, February 5, 2019. Last year’s President Barry Lind called the organizational meeting to order at 9:10 a.m. with the Pledge of Allegiance.

**Election of Officers**
Mr. Lind requested nominations for slate of 2019 Board officers and the following motions were received:

Motion by Jaffe to nominate Barry Lind as President. Mr. Lind has served three consecutive terms as President and is not eligible to be elected to that position without one calendar year absence as per the Library Bylaws. Ms. Jaffe withdrew her nomination and the following motion was received:

Motion by Sleder, supported by Jaffe, to nominate Joyce Valentine for President.

Motion by Sleder, supported by Jaffe, to nominate Barry Lind for Vice President.

Motion by Sleder, supported by Lind, to nominate Rosalind Jaffe for Treasurer.

Motion by Sleder, supported by Valentine, to nominate Tamara Buswinka for Secretary.

Motion by Jaffe, supported by Sleder, to approve the slate of Board officers for 2019 as presented. All voting in favor. Motion carried.

**2019 Calendar - Meeting Dates/Times**
Motion by Sleder, supported by Jaffe, to set the meeting schedule for the 2019 monthly meetings for the fourth Tuesday of the month at 9:00 a.m., except the December meeting is to be held the third Tuesday. All voting in favor. Motion carried.

**Board Committee Appointments**
President Valentine appointments to the 2019 Board Committees are as follows:

- Facilities: Barbara Sleder and Joyce Valentine
- Personnel: Barry Lind and Barbara Sleder
- Finance: Rosalind Jaffe and Tamara Buswinka
- Technology: Barry Lind and Tamara Buswinka
- Policy: Joyce Valentine and Rosalind Jaffe

Motion by Sleder, supported by Jaffe, to accept the slate of Library Board Committees appointments for 2019 as presented. All voting in favor. Motion carried.
Approval of Agenda
There were no changes/corrections/additions to the meeting’s agenda and the following motion was made:

Motion by Sleder, supported by Jaffe, to approve as presented the agenda for the meeting. All voting in favor. Motion carried.

Minutes
Motion by Sleder, supported by Jaffe, to approve as presented the minutes of the regular meeting of December 18, 2018. All voting in favor. Motion carried.

Public Comment
None offered.

Correspondence
In the Board packet, the Board received the following correspondence from Mrs. Greenacre:
  ● Email from Friends of the Library President Marian Jarvinen; and,

Financials
At the meeting, the Board received revised November 2018 Financial Reports and reports for December 2018. The November Financial Reports the Board approved at the December meeting did not reflect the November reimbursement ($10,513.31) from the County for overpayment of MERS.

David Richards’ report/comments to the Board for the first quarter of the fiscal year ending December 31, 2018, included:
  ● Account Payables to the County is normal for this time in the fiscal year.
  ● Received $87,736.75 in Current Property Tax Revenue.
  ● Received $16,682.20 in Penal Fine Revenue.
  ● There is no need for concern for the expense line items that are over 25% of budgeted amounts as some materials/items are purchased at different times throughout the year.
  ● Net loss for the period ending December 31, 2018 is $126,953.39.

Motion by Lind, supported by Sleder, to accept as presented the Financial Reports for the period ending December 31, 2018 and the revised November 2018 reports. All voting in favor. Motion carried.

Administrative Report
Mrs. Greenacre noted the following additions to the Administrative Report:
  ● The auditor was here last week.
  ● Staff has been moving around as different positions are posted.
  ● The two Branch Managers positions have been posted internally and no one has signed. It is being advertised externally.
  ● Donations are now recorded on the Administrative Report.
  ● Manistee County Community Foundation information and what funds are available.
  ● Membership to the Midwest Library Collaborative for Library Services. (This organization is a valuable resource for training, webinars, etc.)
Committee Reports
Technology Report  - The Technology Committee met and their discussion centered on the quote from Gracon Services, Inc. The County is also doing something similar and the Committee decided to wait and see what they do. The Committee has some questions and concerns and will need more input from staff.

Facilities Committee  - The Facilities Committee met and discussed: no structural assessment report has been received from the Spicer Group, new floor tiles, new shelving, and that the Teen Center furniture has been set-up under the mezzanine. Mrs. Greenacre will try to coordinate the asbestos removal, and painting of the entry ways and stairwells prior to the removal of the floor tile.

Old Business
Library Projects Update  - The Board received Spicer Group’s structural assessment of the mezzanine to determine the feasibility of relocating the public computers to the main floor and moving shelves and the Teen Center to the mezzanine. The Spicer Group determined that the framing supporting the upper floor (mezzanine) would need to be strengthened before removing columns from the main floor. They suggested two different modifications/options. The Proposed Layout #1 was modeled with moving the book shelving to the mezzanine. The lower shelving would be removed and the existing columns left in place. The steel angles running both north and south and east and west would have to be strengthened and doubled in each direction to provide enough support. Proposed Layout #2 was to determine the impact of removing every other row of columns on the lower level to open the stacks up to become the computer area with moving books, shelving and Teen Center to the mezzanine. To support the proposed loads, the angles running north and south would need to be replaced with 7 inch deep channels and the angles running east and west would need to be doubled. The report did not include cost estimates for the suggested modifications.

In the discussion that followed, the second modification was more desirable, but there were many questions if this is the direction the Board wants to go. Mrs. Greenacre recommended leaving the computer area where it is and update the space until the Board decides what they want to do. Mr. Lind felt that leaving the computers where they are is not accomplishing the Board’s goals to make the computers more visible to the public. He suggested the Board could do nothing, tear out and rebuild the area, or go with the second modification. After further discussion, Mr. Lind suggested that the Board seek an engineer’s informal opinion on the modifications. The Board made no decision on how to proceed and turned it over to the Facilities Committee.

New Business
2019 Holiday Schedule  - In their packet, the Board received a proposed 2019 holiday schedule which coincides with the days the County Courthouse is closed. In the discussion that followed, Mr. Lind was concerned that the Library is closed on several days the schools are closed. Moving forward, as being service orientated, more flexibility in the days the Library is open to the public needs to be considered. The Personnel Committee will review the union contract and come up with suggestions (policy) on being opened on a day the Library is closed for a holiday as per the union contract.

Motion by Jaffe, supported by Sleder, to accept the 2019 Holiday schedule as presented. All voting in favor. Motion carried.
New Business (continued)
Vanderwal Spratto & Richards P.C. 2019 Contract - For the past several years, the Library has engaged Vanderwal Spratto & Richards, P.C. for accounting services. The contract is the same as in previous years with no change in the monthly fee.

Motion by Lind, supported by Sleder, to approve the contract as presented with Vanderwal Spratto & Richards, P.C. to provide accounting services for the Manistee County Library for the fiscal year ending September 30, 2019 with a monthly fee of $740. Roll call: Jaffe – yes, Valentine – yes, Lind – yes, Sleder – yes. Motion carried.

Earned 2019 Payout - The Board received a memorandum from Manistee County’s HR Manager/Assistant Lisa Sagala for pay-off of unused personal and vacation hours for Pamela Papenfuss.

Motion by Jaffe, supported by Sleder, to authorize payment of $1,090.56 for 2019 unused personal and vacation hours for Pamela Papenfuss with payment to be processed as soon as possible. Further moved, that the President or presiding officer in their absence, is authorized to sign the memorandum for pay-off of unused accumulated personal and vacation leave on behalf of the Manistee County Library Board. Roll call: Sleder – yes, Lind – yes, Valentine – yes, Jaffe – yes. Motion carried.

Trustee Video - The Board viewed a short video What It Means to Be a Trustee. The Board also received a handout of the material covered.

Board Comments
After reviewing the 2012 Master Plan, Ms. Jaffe felt that it was out-of-date and if the Strategic Plan is updated, there is no need to update the Master Plan.

Closed Session
The following motion was received to go into closed session:

Motion by Sleder, supported by Jaffe, to go into closed session at 11:35 a.m. to discuss personnel matters to include Board members and later the Executive Director. All voting in favor. Motion carried.

President Valentine called the meeting back into open session at 12:25 p.m. and the following motion was made:

Motion by Sleder, supported by Jaffe, to give the Executive Director a 5% raise retroactive to the anniversary of her start date. In addition, there will be a one-time bonus of $4,000. Roll call: Sleder – yes, Lind – yes, Valentine – yes, Jaffe – yes. Motion carried.

Informational Items
Manistee News Advocate articles: PCA donates money to local organizations during holiday season (12/17/19), A Puzzling Day – Library celebrates National Puzzle Day with event (01/28/19), and December 2018 and January 2019 invoices.

Other/Adjourn
Motion by Sleder, supported by Lind, to adjourn the meeting at 12:27 p.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee Library Board will be held at 9:00 a.m., Tuesday, February 26, 2019, in the Upper Level Meeting Room.

Helen Grabowski, Recording Secretary