The regular monthly meeting of the Manistee County Library Board was held on Tuesday, June 25, 2019 in the Library’s Upper Level Meeting Room. 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:
Richard Schmidt, Manistee County Board of Commissioner’s Liaison; 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 the meeting’s agenda as presented. All voting in favor. Motion carried.

Minutes
Motion by Lind, supported by Sleder, to approve the minutes of the June 4, 2019, regular meeting with the following addition to Ms. Valentine’s Trustee comment: insert for the past three years in the first sentence as to the agendas and minutes that she had. All voting in favor. Motion carried.

Public Comment
No public in attendance.

Correspondence
Mrs. Greenacre received a note from a patron that the Teen space is fantastic and likes seeing programs in modern libraries.

Financials
In reviewing the Financial Reports for the period ending May 31, 2019, Mr. Richards noted the following:
- Received $12,713.21 in Penal Fines. Penal Fine revenue for this fiscal year is higher than what was received last year at this time; an 8.8 per cent increase.
- Accounts Payable to Manistee County is $64,060.59. This is higher because of the timing of payroll and is not unusual.
- Approximately 89% of the Library’s revenue has been received.
- Eight months into the fiscal year expenses are less than 60% of budgeted amounts.
- Budget adjustments approved at the last meeting have been made.

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

Administrative Report
Mrs. Greenacre noted that the Summer Reading Program is going very well and the Maintenance Custodian started yesterday (June 24).
Committee Reports
Technology Committee  - The Technology Committee met (Barry Lind, Tamara Buswinka, and Debra Greenacre) on June 17, 2019. The Committee discussed the Library’s website, Branch security cameras, and a different ILS System.

Personnel Committee  - The Personnel Committee (Barbara Sleder, Barry Lind, and Debra Greenacre) met on Monday, June 17, 2019 with the discussion focusing on adding a part-time circulation clerk position. Many options were presented and they will be reviewed and discussed at a future meeting.

Facilities Committee  - The Facilities Committee (Barbara Sleder, Joyce Valentine, and Debra Greenacre) met on Wednesday, June 12 and selected chairs for the Meeting Room. Part of the meeting was spent discussing the maintenance/custodial position and as the discussion continued, it became evident that there is a need for a Facility Manager to do projects not only in Manistee but in the Branches. The 2019 – 2020 Budget Projected Goals include new paint, carpet, and shelves on the main floor and asbestos tile removal and replacement. (Mr. Lind suggested adding new lighting/ceiling tiles for the main floor as an additional 2019 – 2020 Budget Projected Goal).

Policy Committee – Did not meet.

Finance Committee - The Finance Committee (Tamara Buswinka, Rosalind Jaffe, and Debra Greenacre) met on Tuesday, June 18 and the meeting was spent discussing the 2019-2020 tentative Budget.

Old Business
Library Projects  - Haglunds Floor Covering will install the carpeting in the Young Adult area on August 14 when the Library is closed for a staff in-service day. Forty new chairs for the Meeting Room will be ordered from Jackpine and Mrs. Greenace will be planning the timeline to upgrade the Tech Room.

New Business
Payout of unused accumulated vacation hours - In their packet, the Board received a memorandum from Lisa Sagala, Manistee County’s HR Manager/Administrative Assistant outlining the pay-off of accumulated personal and vacation leave for Gary Block who retired on May 31, 2019.

Motion by Sleder, supported Lind, to authorize payment of $2,917.02 for unused personal and vacation hours for Gary Block with payment processed as soon as possible. Further moved, that the Board 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. All voting in favor. Motion carried.

Tentative 2019 – 2020 Fiscal Year Budget  - Changes to the 2019 – 2020 Fiscal Year Budget presented at the last meeting include: the addition of a revenue line item for Manistee County Community Foundation Fund and Property Tax revenue numbers. Expense line items that changed include Personnel and Web Services numbers and the addition of a line item for Transfers to the Capital Improvement Fund.
New Business (continued)
A DDAs TIF Ad hoc Committee was formed to include Joyce Valentine, Rosalind Jaffe and Debra Greenancr to discuss the pros and cons of DDA capturing Library taxes.

Ms. Jaffe suggested transferring $36,885 to Capital Improvement Projects so the budget is balanced. Mr. Lind raised the question to the Board about considering requesting the County Board of Commissioners to levy less than the full voted millage of one mill for 2019 – 2020. Looking at the property tax numbers, Mr. Richards questioned the amount projected for next year. There are major projects that can be done and Mr. Richards recommended that funds be designated towards those projects and at this time not to consider a reduction in levying the full one mill.

Motion by Lind, supported by Jaffe, to approve as presented the proposed “draft” tentative budget for October 1, 2019 to September 30, 2020.

Mr. Lind amended his motion and made the following motion:

Motion by Lind, supported by Jaffe, to approve the proposed “draft” tentative budget for October 1, 2019 to September 30, 2020 with the addition of $36,885 designated to the Capital Project line item. All voting in favor. Motion carried.

Request the full voted Millage be Levied for 2019 – 2020 - The tentative fiscal year 2019 – 2020 budget is based on tax income received from the full voted one mill levy. The Library Board must annually request that the Manistee County Board of Commissioners levy the full voted millage for the upcoming fiscal year and the following motion was made:

Motion by Lind, supported by Sleder, that the Manistee County Library Board requests the Manistee County Board of Commissioners levy the full voted one mill levy for the operation and maintenance of the Library for the 2019 – 2020 fiscal year. Further moved, that the Executive Director is authorized by the Library Board to represent the Library for the purpose of making this request. Roll call: Sleder – yes, Jaffe – yes, Valentine – yes, Lind – yes, Buswinka – yes. Motion carried.

Library Trustee Comments
The following Board comments were received:

● Getting back to Mr. Richards’ comment about the budget surplus, Ms. Jaffe would like the Facilities Committee do a long-range (3-5 years) Capital Improvement Plan.
● Mr. Lind - The long range Capital Improvement Plan should not exclude the Branches.
● Mrs. Buswinka - Obtain cost estimates for the roof, new van, digitalization of microfilm, etc.

Information Items
In their packet the Board received the following: Manistee News Advocate article (Library Summer Reading Program underway 06/12/19); letter from the City of Manistee regarding an Industrial Facilities Tax Exemption Certificate from Fab-lite, Inc.; and information on a year-long project with LocalHop.
Future Agenda Items
Future agenda items include job descriptions, Board Bylaws, and 2019 – 2020 Budget.

Adjourn
Motion by Sleder, supported by Jaffe, to adjourn the meeting at 10:47 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, July 23, 2019, in the Library’s Upper Level Meeting Room, 95 Maple Street, Manistee, MI 49660.

Helen Grabowski
Recording Secretary