The Manistee County Library Board held their regular monthly meeting on Tuesday, June 4, 2019 in the Library’s Upper Level Meeting Room. President Valentine called the meeting to order at 9:02 a.m. with the Pledge of Allegiance.

**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 Jaffe, supported by Sleder, to approve the minutes of the regular meeting of April 23, 2019 as presented. All voting in favor. Motion carried.

**Public Comment**
None

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

**Financial Reports**
Mr. Richards was unable to attend the meeting and the Board reviewed/discussed the reports before the following motion was made:

Motion by Lind, supported by Jaffe, to accept as presented the Financial Reports for the period ending April 30, 2019. All voting in favor.

**Fiscal Year 2018 – 2019 Mid-year Adjustments** - In their packet, the Board received a listing of the following mid-year adjustments for their consideration as recommended by Mr. Richards:

**Income:**
- Increase 655.01 Penal Fine Revenue from $125,000 to $140,000 (+ $15,000)
- Increase 665.01 Interest – Selma Johnson from $50 to $250 (+ $200)
- Increase 675.03 Designated Gifts (Selma) from $24,000 to $28,555 (+ $4,555)
- Increase 699.00 Miscellaneous from $0 to $2,614.77 (+ $2,614.77)
- Increase 642.02 Daily Book Sales from $0 to $450 (+ $450)
- Decrease 406.00 Personal Property Reimbursement from $60,000 to $39,609.37 (- $20,390.63)
- Increase 431.00 Payment in Lieu of Taxes from $35,000.00 to $38,827.40 (+ $3,827.40)

**Expenditures:**
- Decrease 750.02 Juvenile Books from $20,000 to $18,000 (- $2,000)
- Increase 703.50 Temp Position/ Upgrade Costs from $7,000 to $10,000 (+ $3,000)
Financial Reports (continued)
● increase 930.03 Snow Removal from $6,000 to $7,740 (+ $1,740)
● decrease 967.12 Debt Repayment to County from $30,000 to $0 (- $30,000)
● increase 999.00 Transfer to Capital Improvement $0 to $10,499.97 (+ $10,499.97)
● increase 760.05 Branch Magazines – Y from $150 to $175 (+ $25)
● increase 760.12 Online Ancestry from $1,250 to $1,500 (+ $250)
● increase 760.13 Online Consumer Reports from $30 to $50 (+ $20)
● increase 770.07 Microfilm from $1,000 to $2,000 (+ $1,000)
● decrease 801.00 Audit Expense from $5,450 to $4,620 (- $830)
● increase 801.01 Accounting Services from $10,000 to $13,000 (+ $3,000)

Motion by Lind, supported by Sleder, to accept as presented the mid-year budget adjustments to the 2018 - 2019 Budget. Roll call: Buswinka – yes, Lind – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.

Administrative Report
Mrs. Greenacre noted the following additions to her report:
● Rolling Thunder Michigan Chapter No. 1 dedicated a new POW/MIA flag at the Veteran’s Memorial.
● Encouraged the Board to read The Library Privacy Act (Act 455 of 1982) included in their packet.
● Received two applications for the Maintenance Custodian position and will conduct interviews next week.

Committee Reports
The Personnel Committee (Barbara Sleder, Barry Lind, and Debra Greenacre) met on May 6, 2019 and Ms. Sleder gave an overview of the meeting. Discussed were the Director’s Work Plan for 2019, HR services, personnel issues, and a staff in-service training scheduled for August.

The Policy Committee (Joyce Valentine, Rosalind Jaffe and Debra Greenacre) met on May 10, 2019 and Ms. Jaffe gave a summary of the meeting. The Committee reviewed the Library’s attorney amendments to the Patron Code of Conduct Policy and will submit the final draft to the Library Board at their next meeting for approval. The Library Bylaws are being reviewed and are not ready for Board approval. The Financial Policy has been reviewed by the Finance Committee and David Richards and will be ready for the Board’s approval at the next Board meeting. The Committee also held a general discussion on the importance of all committees sharing information with the Board prior to a Board meeting if the topic might necessitate detailed discussion or a vote by the Board.

Finance Committee (Rosalind Jaffe and Debra Greenacre) met on May 20, 2019 and they reviewed the first draft of the 2019-2020 budget and will be on the next meeting’s agenda. Mrs. Greenacre has not received the property tax revenue numbers from the County and is using a 2% increase from the current fiscal year.

The Technology and Facilities Committees did not meet.
Old Business

Library Projects - Mrs. Greenacre updated the Board of the following projects:
- The Young Adult area is complete except for replacement of the carpet.
- Plans are to meet with Pam Spoor and Nick Wallett on upgrades to the Tech Room.
- Working on coordinating the removal of asbestos and installation of new tiles.

Strategic Plan Proposal - At the last Board meeting, a lengthy discussion was held on the Midwest Collaborative for Library Services proposal. Mrs. Buswinka updated the Board on the discussion with David Votta on some of the concerns she had about the Strategic Plan Proposal he submitted. Mrs. Buswinka major concern was if it was a Board’s Strategic Plan and from her discussion with Mr. Votta it was not. Mr. Votta did not pinpoint what kind of plan it was, but it is written with a lot of input, with new missions, visions, core values, goals, objectives written by a Strategic Planning Committee made up of a cross section of the community plus a couple Board members. The Strategic Planning Committee will form the visions, missions, goals, etc. and then the Director will work with the staff to operationalize on how it is going to be implemented. Mr. Votta is unable to do anything until early 2020 and the question came up if there is any prep work the Board can do in the meantime.

As the discussion continued, the question arose as to what kind of plan the Library’s needs and it was felt that a Board centric plan is needed even if it something the Board does. Mrs. Buswinka will contact Mr. Votta to relay the Board’s thoughts and she will challenge him to create a more Board centric plan.

Motion by Buswinka, supported by Lind, to hire Midwest Collaborative for Library Services to write the Manistee County Library Board Strategic Plan starting in early 2020 with the stipulation that the Board continue to encourage Midwest Collaborative for Library Services to craft a plan that is more of a plan that the Library Board is responsible for implementation.

Before a vote was taken, Mr. Lind recommended that the motion be amended to authorize the Executor Director to sign the agreement.

Motion by Buswinka, supported by Lind, to amend the previous motion to authorize the Executive Director to engage in a contract with Midwest Collaborative for Library Services not to exceed $28,000. (No support received.)

Mrs. Buswinka withdrew her motion as the Library’s Financial Policy, the Library Board signs contracts and the following motion by made:

Motion by Buswinka, supported by Sleder, that the contract with Midwest Collaborative Services shall not exceed $28,000. Roll call: Buswinka – yes, Lind – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.
New Business
Review of Fiscal Year 2019-2020 Budget (First Draft) - The Board received a “draft” copy of the 2019 – 2020 Fiscal Year Budget in their packet for review. The Board discussed and made suggestions to various revenue and expense line items including setting aside funds in the Capital Improvement Fund to resurface and restripe the parking lot. Plans are to have a final tentative budget ready for the June meeting.

Patron Code of Conduct Policy - The Policy Committee received the amended policy from the Library’s attorney and the Committee recommends the Board approve the final draft. The policy will be posted for patrons and is recommended that staff read and become familiar with the policy.

Motion by Buswinka, supported by Sleder, to approve as presented the Patron Code of Conduct Policy. All voting in favor. Motion carried.

Financial Policy - The Financial Policy was reviewed by Dave Richards for compliance with current generally accepted accounting principles in addition to the Finance Committee reviewing the policy. The Policy Committee is recommending that the Board approve the policy and the following motion was received:

Motion by Lind, supported by Sleder, to approve the revised Manistee County Financial Policies as presented. All voting in favor. Motion carried.

New Carpet for Young Adult Area - Previously, the Board discussed new carpeting for the main floor and to complete the Young Adult area it is time to move forward with replacing the carpet. The Library has received quotes from Classic Interiors & Design ($3,743) and Haglund’s Floor Covering ($6,050). In the discussion that followed, the question came if the quotes cover the same area since there was such a big difference. The Board requested that Mrs. Greenacre contact Haglund’s Floor Covering to see if they have the same dimensions as Classic Interiors.

Motion by Lind, supported by Jaffe, to authorize the Executive Director to acquire carpet for the Young Adult area accepting the lowest bid not to exceed $6,050. Roll call: Buswinka – yes, Lind – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.

Trustee Video
The Board viewed a video on Working Effectively with Friends. (The Board also received a hand-out of the video in their Board packet.)

Informational Items
Informational Items - April 2019 invoices, letter from Manistee County Community Foundation with a check for $4,733 and The Library Privacy Act (Act 455 of 1982).

Library Trustee Comments
The following Library Trustee comments were received:
● Rosalind Jaffe - The Summer Reading brochure looks great.
● Barry Lind - Even though the meeting took three hours, everything that was on the agenda was approved which is not always the case.
Library Trustee Comments (continued)
- Joyce Valentine - In reviewing all the agendas and minutes that Ms. Valentine had for the past three years, there was so many discussions that never went anywhere. Much to the Board’s credit, the dynamics today were where they should be. Contiguity is starting to happen. The various committees have done marvelous work and they are doing the grunt work – very unlike when Ms. Valentine started on the Board. Previously, there were no committee notes and few committee meetings. The trustees came prepared and more informed and that is why there are quality discussions today. This is a fabulous Board; it is 180 per cent different than previous boards in that they have a considerable amount of knowledge and talent in different areas. The Board has a lot of work ahead of them – not just the budget, remodeling and updating the Strategic Plan.

Adjourn/Other
Motion by Jaffe, supported by Buswinka, to adjourn the meeting at 12:10 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., June 25, 2019 in the Upper Level Meeting Room.

Helen Grabowski
Recording Secretary