The regular monthly meeting of the Manistee County Library Board was held in the Library’s Upper Level Meeting Room on Tuesday, October 22, 2019. President Valentine called the meeting to order at 9:03 a.m. with the Pledge of Allegiance.

Present
Joyce Valentine, Barry Lind, Barbara Sleder, Rosalind Jaffe, and Tamara Buswinka

Others
Debra Greenacre, Executive Director (9:03 – 10:18 a.m.) and Helen Grabowski, Recording Secretary (9:03 - 10:18 a.m.)

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

Approval of Minutes
Motion by Lind, supported by Buswinka, to approve the minutes of the September 24, 2019 meeting as presented. All voting in favor. Motion carried.

Public Comment
No public in attendance.

Correspondence
Mrs. Greenacre shared a note Carol Shively received from Senator Curt VanderWall wishing her well on the Library’s Author series.

Financials
The Board received Financial Reports for the period ending September 30, 2019 at the meeting. The reports are a draft because of fiscal year end and no motion is needed for approval. Mr. Richards was unable to attend the meeting and the Board took a few minutes to review the reports.

Administrative Report
Mrs. Greenacre attended the Michigan Library Association Conference last week. The Library will be hosting a Halloween Party on the 26th of October at the Armory Youth Project. New carpeting will be installed in the Tech Room on October 31 and November 1.

Committee Reports
The Personnel Committee met on the 9th of October and discussed the Maintenance Custodian position and adding a part-time Custodian. Both positions would be 20 hours per week. They also discussed the upcoming Director’s evaluation along with changes in staff and vacancies.

The Technology, Facilities, Policy, Finance, and DDA ad hoc Committees have not met since the last meeting.
Old Business
Library Projects Update - In addition to the carpeting being installed at the end of the month, the drinking fountain is on hold until the maintenance position is filled.

New Business
Vacation/personal payout – President Valentine requested a motion approving the payout of vacation/personal hours for Molly Yaple and Robert (Tim) Jacobs who resigned.

Motion by Lind, supported by Sleder, to authorize payment of $1,037.09 for 2019 unused personal and vacation hours and 2020 earned vacation hours for Molly Yaple. All voting in favor. Motion carried.

Motion by Sleder, supported by Jaffe, to authorize payment of $225.76 for 2020 earned vacation hours for Robert (Tim) Jacobs. All voting in favor. Motion carried.

Atrium ILS Quote - For the past several months Mrs. Greenacre, Pam Spoor and Nick Wallet have been looking into a different vendor for our ILS. After contacting other libraries, they are impressed with Atrium as it is user friendly and will save the Library money over the present system.

Motion by Lind, supported by Sleder, to approve the quote with Book Systems for a cost of $18,950 for the first year. Further moved, that the Executive Director is authorized by the Library Board to sign the contract with Book Systems. Roll call: Jaffe – yes, Sleder – yes, Valentine – yes, Lind – yes, Buswinka – yes. Motion carried.

Custodian Position - Struggling to find someone to do both the cleaning and maintenance, Mrs. Greenacre is requesting the Board approve a part-time Custodian position that would just do the cleaning. The Board discussed hiring a cleaning company verses hiring a part-time person and then the following motion was made:

Motion by Jaffe, supported by Buswinka, to approve the Custodian position at twenty hours a week. All voting in favor. Motion carried.

Board Trustee Comments
Since it has been several meetings since the Board discussed circulation statistics and the Board approved a new system, President Valentine was wondering if it will reflect what is being reported monthly. She is finding it interesting that reference questions have almost doubled from September 2018 and was wondering why the increase in the number of questions. In responding to her comment, Mrs. Greenacre thought it would be a good question to ask other Libraries how they define a reference question,

Following up on President Valentine’s comment, Mr. Lind felt one reason this area is important is the direct contact with individuals. The opportunity to have that contact is critical and therefore knowing the type of question that is asked staff can direct them in the right direction to provide the best customer service possible.

Barbara Sleder shared the Law of Jante she received on a recent trip.
Board Trustee Comments (continued)
Ms. Jaffe recently attended a program at the Traverse City Area District Library featuring Susan Orleon the author of *The Library Book*. The program was very enlightening.

Closed Session/Adjourn
Motion by Buswinka, supported by Lind, to go into closed session at 10:18 a.m. to discuss the Executive Director’s performance evaluation to include the Library Board and invite the Executive Director in as needed. Roll call: Buswinka – yes, Lind – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.

Motion by Buswinka, supported by Lind, to close the closed session at 12:20 p.m. and go back into open session and adjourn the meeting. All voting in favor. Motion carried.

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

Helen Grabowski
Recording Secretary