Present
Barry Lind, Joyce Valentine, and Tamara Buswinka

Absent
Barbara Sleder and Rosalind Jaffe (with prior notification)

Others
Richard Schmidt, Manistee County Board of Commissioners Liaison; David Richards, Vanderwal, Spratto & Richards (9:03 – 9:55 a.m.); Debra Greenacre, Executive Director and Helen Grabowski, Recording Secretary

The Manistee County Library Board held their regular monthly meeting in the Library’s Upper Level Meeting Room on Tuesday, September 24, 2019. President Valentine called the meeting to order at 9:03 a.m. with the Pledge of Allegiance.

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

Minutes
Motion by Lind, supported by Buswinka, to approve the minutes of the August 27, 2019, regular meeting, as presented. All voting in favor. Motion carried.

Public Comment
No public in attendance

Correspondence
Mrs. Greenacre received a note from an individual who has been coming to their Onekama cottage for thirty years and decided it was time to get a library card.

Financial Reports
In reviewing the Financial Reports for the period ending August 31, 2019, Mr. Richards noted the following:
- Received $11,274.53 in Penal Fine Revenue for August 2019. This is approximately $8,000 more than what was received in August 2018. Total Penal Fine Revenue received this fiscal year is up from last year.
- Prepaid Expenditures (1041.00) is adjusted at fiscal year-end.
- Received more Designated Gifts than the previous year.
- Total tax income received is approximately $25,000 more than what was received in the previous year.
- Subscriptions, AV material and miscellaneous expense line items are down from the previous year. Books, Programming, Branch expenses, supplies have increased.
- Recommended a transfer to the Capital Improvement Fund before the end of the fiscal year.

Motion by Lind, supported by Buswinka, to accept the Financial Reports for the period ending August 31, 2019 as presented. All voting in favor. Motion carried.
Administrative Report
A part-time Circulation Clerk has been hired and the Arcadia Branch Manager and Maintenance Custodian have resigned. Mrs. Greenacre is working on staff evaluations. Temperature Controls has inspected the boilers (Manistee) as an annual inspection is required by the state.

Committee Reports
Personnel Committee - The Personnel Committee (Barbara Sleder, Barry Lind, and Debra Greenacre) met on Wednesday, September 18. Plans were to have a draft of the Director’s Evaluation that included her top five goals at this meeting for the Board’s review. This will be emailed to the Board after their Committee meeting in October so it can be reviewed at the October Board meeting. Discussed also was the multiple changes in Branch Managers, new job descriptions, and possible addition of HR resources.

Facilities Committee - The Facilities Committee (Barbara Sleder, Joyce Valentine and Debra Greenacre) met on Wednesday, September 18. All the Tech Room furniture and equipment has arrived, but Mrs. Greenacre is having difficulties in obtaining a painter. It was decided to have the carpet installed and the room painted when a painter can be found to do the job.

DDA ad hoc Committee - The DDA ad hoc Committee (Joyce Valentine, Rosalind Jaffe, and Debra Greenacre) meet on Friday, September 6. They discussed the advantages and disadvantages of claiming the 2018 property tax that was allocated to Manistee and Filer DDAs. Mrs. Greenacre will contact the County Treasurer if the 2018 funds were given to the Library or the DDAs before a decision is made whether a discussion with the DDAs is needed.

The Technology, Policy, and Finance Committees did not met since the last Board meeting.

Old Business
Library Project Update - Mrs. Greenacre had no additional updates – just moving forward with the Tech Room renovations.

New Business
2018/2019 Budget Adjustments - At the meeting, the Board received a listing of recommended budget adjustments from Mr. Richards. Revenue adjustments total $65,448.05 and expenditures adjustments total $4,297.03.

Motion by Lind, supported by Buswinka, to accept as presented the following year-end budget adjustments to the 2018-2019 Budget as recommended by Mr. Richards:
Income:
- decrease 699.91 USF Reimbursement from $4,194 to $1,919.76 (-$2,274.24)
- increase 675.02 Designated Gifts from $5,000 to $22,500 (+$17,500)
- decrease 642.01 Annual Book Sale from $1,000 to $0 (-$1,000)
- increase 642.02 Daily Book Sales from $450 to $1,000 (+$550)
- increase 642.03 Sales – Used from $50 to $75 (+$25)
- increase 610.01 Photocopy Services from $5,000 to $5,700 (+$700)
New Business (Continued)

- increase 610.02 Postage Received/ILL from $200 to $300 (+ $100)
- increase 610.03 Extended Searching from $50 to $75 (+ $25)
- increase 610.00 Fax Services from $2,000 to $2,700 (+ $700)
- increase 569.01 Reimbursable Salaries from $1,600 to $2,857.59 (+ $1,257.59)
- increase 569.02 State Aid to Libraries from $17,936 to $18,431.08 (+ $495.08)
- decrease 402.00 Current Property Taxes from $1,111,342 to $1,020,607.87 (- $90,734.13)
- increase 406.00 Personal Property Tax Reimbursement from $39,609.37 to $95,020.18 (+ $55,410.81)
- increase 411.00 Delinquent Real Taxes from $0 to $82,551.27 (+ $82,551.27)
- increase 423.00 Commercial Forest Withdrawal from $0 to $141.67 (+ $141.67)

Expenses:

- increase 703.50 Temp Position/Upgrade from $10,000 to $12,400 (+ $2,400)
- increase 716.12 Retirement from $51,291 to $57,000 (+ $5,709)
- increase 760.16 Online News Bank from $4,500 to $5,231 (+ $731)
- increase 750.05 Large Print Books from $8,000 to $9,200 (+ $1,200)
- increase 770.02 Audio Tapes – Y from $500 to $600 (+ $100)
- decrease 770.06 Videos – J from $3,000 to $1,500 (- $1,500)
- increase 770.07 Microfilm from $2,000 to $3,000 (+ $1,000)
- increase 790.03 Hardware from $13,500 to $14,000 (+ $500)
- increase 975.11 Selma Capital – Main Office from $14,000 to $35,000 (+ $21,000)
- decrease 970.13 Parking Lot Rep. & Maintenance from $3,000 to $0 (- $3,000)
- decrease 820.04 Web Services from $10,000 to $1,000 (- $9,000)
- increase 800.01 MMLL from $8,968 to $9,500 (+ $532)
- increase 800.06 Professional Fees/Services from $1,000 to $2,000 (+ $1,000)
- decrease 800.04 Accounting Consultation from $1,000 to $0 (- $1,000)
- decrease 800.07 Legal Services from $3,000 to $0 (- $3,000)
- increase 800.11 Memberships from $2,000 to $2,500 (+ $500)
- decrease 800.15 Fine Art Appraisals from $5,000 to $0 (- $5,000)
- increase 801.01 Accounting Services from $13,000 to $16,000 (+ $3,000)
- increase 813.00 Copier Maintenance from $2,000 to $3,000 (+ $1,000)
- increase 930.06 Custodial/Cleaning Supplies from $3,000 to $3,750 (+ $750)
- increase 930.10 Heating/Cooling Systems Repairs from $3,500 to $4,500 (+ $1,000)
- increase 740.23 Bear Lake Expenses from $4,000 to $5,000 (+ $1,000)
- increase 940.02 Kaleva Utilities from $6,000 to $7,500 (+ $1,500)
- increase 940.07 Wellston Utilities from $3,000 to $4,750 (+ $1,750)
- decrease 901.00 Advertising/PR from $7,000 to $2,000 (- $5,000)
- increase 814.00 Bank Charges from $125 to $150 (+ $25)
- decrease 999.00 Trans to Capital Improvements from $10,499.97 to $0 (-$10,499.97)


Motion by Lind, supported by Buswinka, to amend the 2018/2019 Budget transferring $80,000 into the Capital Improvement Fund. Roll call: Buswinka – yes, Lind – yes, Valentine – yes. Motion carried.
**New Business (continued)**

Vacation/personal time payout - President Valentine requested a motion approving the payout of vacation and personal hours for Larry Vander Klok who resigned in August.

Motion by Lind, supported by Buswinka, to authorize payment of $1,054.72 for 2019 unused personal and vacation hours and earned vacation hours for 2020 for Larry Vander Klok. Roll call: Buswinka – yes, Lind – yes, Valentine – yes. Motion carried.

3rd motion – Final Draft of Bylaws - President Valentine requested a motion to approve the amendments to the Library’s Bylaws. (This is the third and final motion required to amend the Library’s Bylaws.)

Motion by Buswinka, supported by Lind, this is the third and final motion required to approve the amendments to the Library’s Bylaws. All voting in favor. Motion carried.

Public Hearing on Fiscal Year 2019 – 2020 Budget - At 10:00 a.m., President Valentine suspended the regular meeting and opened the Public Hearing on the fiscal year 2019 – 2020 Budget. No public was in attendance for the Public Hearing and no comments (written or oral) were received. President Valentine closed the public hearing at 10:01 a.m. and reconvened the regular meeting.

Approval of 2019/2020 Budget - President Valentine requested a motion to approve the budget for the fiscal year October 1, 2019 to September 30, 2020 and the following was received:

Motion by Buswinka, supported by Lind, to approve the budget for the fiscal year October 1, 2019 to September 30, 2020 as presented. Roll call: Buswinka – yes, Lind – yes, Valentine – yes. Motion carried.

**Trustee Comments**

Mrs. Buswinka is glad to see the Manistee News Advocate has articles about the Library and hopes this continues. Mrs. Buswinka is happy the committees are working, but feels she is missing out on some of the conversations and decisions that are being made. In response to her comment, President Valentine noted that the committees do not make decisions. They bring items to the Board where the decisions are made. For the most part, the committees try to cover all the conversations at the Board meeting. Rehashing everything is very ineffective and if someone has a concern about something, they should bring it up for the committee to respond to. In dealing with personnel issues, there are things that come up that are not appropriate to discuss in a public meeting.

Mr. Lind noted that a current Strategic Plan is lacking that the Board can operate from. When the Board has that document, the work that is done by the committees will be in alignment with the Strategic Plan.

**Informational Items/Other**

In their packet, the Board received the following informational items: Manistee News Advocate Articles: Library encourages enrollment in September (09/11/19), Manistee Library to host annual author series (09/18/19) and August 2019 invoices.

Future Agenda Items: Job Descriptions, Fall projects, Project Manager.
Adjourn
Motion by Lind, supported by Buswinka, to adjourn the meeting at 10:19 a.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, October 22, 2019, in the Library’s Upper Level Meeting Room.

Helen Grabowski
Recording Secretary