Board Minutes 12/15/20

Call to order

The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on December 15th, 2020 at 9:04am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Lauren Reed, Julie Cirone (Assistant Director), Dave Richards. All attended remotely. Pledge of Allegiance was led by Joyce Valentine.

Approval of Agenda
Motion to approve Agenda made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Agenda approved by unanimous vote.

Approval of Minutes
Motion to approve November 24th, 2020 Board Meeting Minutes as amended made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Minutes approved by unanimous vote.

Public Comment
There was no public attendance/comment.

Correspondence
There were several cards/letters from patrons thanking the Library for services and sharing personal experiences during this difficult year.

Financial
Dave Richards provided the financial highlights to the Board. The cash position of the Library is $824,000 as of September 30th. At the end of September the County reconciles Payment in Lieu of Taxes, penal fines receivable, delinquent property tax. Prepaid expenses have been adjusted from the year end, this includes services such as subscriptions or online resources. Penal fines are still down due to the county court system and the timing difference. Revenue was down slightly but the differences are explainable and as a result of the delays due to Coronavirus. September this year versus last year is a difference of $80,000. The difference is due to transferring funds to capital improvement. State Library funds were up slightly. The total difference between budgeted expenses and actual expenses for the year totals $362. Programs, books, capital outlay, subscriptions were all under budget this year. Overall the Library is consistent and stable.

Occasionally, there are three pay periods within a month. This is what happened this October and explains the difference compared year to year.

The parking lot and roof were topics of discussion. So far, $5,000 has been allotted to the parking lot. Joyce Valentine questioned if we know the extent of the work that needs to be done in the parking lot. Richard Blue inquired if the electrical components will be wired under the
parking lot by Consumers. We are awaiting more information from our electrician and Consumers Power. The roof project is slated for 2022.

Rosalind Jaffe made a motion to accept the September and October financial reports as presented. Barbara Sleder seconded. Motion carried by unanimous vote.

Administrative reports
Debra Greenacre presented information to the Library Board. MCL has made a new partnership with the Senior Center to provide holiday cheer to the seniors. This came in the form of activity bags that include brain exercises, crafts, and treats. In lieu of a large holiday party, Angie Fisher planned a STEAM Sack for Christmas for the children. It consists of a holiday backpack full of everything children need to complete 10 science/tech projects and experiments at home. This has been very well received. Barbara Sleder commented that Angie has wonderful ideas and always delivers exceptional programs. The Library also ran a program where children could write to Santa, drop the letters off at a whimsical mailbox, and receive a letter from Santa back by mail. Lauren Reed commented that the Library gets “10 stars” for creativity this season.
The Library received a letter regarding a bequest. The bequest includes a personal collection of books and music. Rosalind Jaffe noted that it was genuinely nice to be considered for this gift.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Met 12/2/20 regarding the custodial position.
Facilities Committee: Did not meet.
Policy Committee: Did not meet. An update provided by Joyce Valentine: The Friends of the Library Agreement is currently under review.
Finance Committee: Did not meet.

Old business
Reopening Plans: Debra Greenacre expressed that this situation is ever evolving and we are ready to respond as needed. We are in the same position as the prior month regarding MDHHS regarding Covid-19 regulations. When new developments arise, the Library will respond. Richard Blue reported that currently the Hospital has a 17% positivity rate on testing. Anything over 5% is a considerable health risk.

New Business
Bylaws-additions: Debra Greenacre presented Bylaw information. Richard Blue motioned to accept changes as presented. Barbara Sleder seconded the motion. Motion passed by unanimous vote.

Custodia Position - Motion to approve changing Maintenance Custodian Position to Custodian Position (the Custodian Job Description better fits what the job actually entails) Debra Greenacre presented the need for accurately advertising and detailing the duties and expectations of our position. Richard Blue noted that a lot of the items on the duties are things
that a General Contractor would be doing, not a person in this position. He also noted that this
could be keeping applicants from applying. Barbara Sleder motioned to approve changing the
Maintenance Custodian to the Library Custodian. Lauren Reed seconded the motion. Motion
approved by unanimous vote.

Main Floor Project Quotes: Debra Greenacre presented information regarding the Main Floor
Project. Barbara Sleder motioned to approve the Library Design Associates estimate for
redoing the Main Floor Project. Lauren Reed Seconded. Roll call vote: Joyce Valentine- Yea;
Lauren Reed - Yea; Barbara Sleder- Yea; Rosalind Jaffe- Yea; Richard Blue - Yea.

A discussion followed regarding concern of Debra’s ability to sign the contract to commence
work. Library Design and Arco submitted quotes for the remodeling of the main floor. Debra
Greenacre recommended selecting Library Designs for the project due to a strong and inclusive
quote. Rosalind Jaffe motioned to approve Debra Greenacre to sign the contract to commence
work. Barbara Sleder seconded the motion. Motion approved by unanimous vote.

Board Trustee Comments
The Library Board discussed the designation of officers within the Board. Rosalind Jaffe asked if
she had termed out for Treasurer. Joyce Valentine said she was working on it and would have
the information ready for the January Board meeting. Lauren Reed expressed interest in
renewing her position on the Board. Joyce Valentine indicated that she would consider
individual interest in offices as well as strive to keep the Board well rounded and informed in all
aspects. Rosalind Jaffe asked if Debra Greenacre could find out who has held which office for
what amount of time.

Adjournment
Barbara Sleder made a motion to adjourn the Board Meeting at 10:16 AM. Rosalind Jaffe
seconded the motion. Motion approved by unanimous vote.

Julie Cirone, Assistant Director
Secretary
Date of approval