The regular monthly meeting of the Manistee County Library Board was held in the Library’s Upper Level Meeting Room on Tuesday, February 25, 2020. President Valentine called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

**Present**
Joyce Valentine, Barbara Sleder, Richard Blue, and Tamara Buswinka

**Absent**
Rosalind Jaffe with prior notification.

**Others**
David Richards, Richards & McDougall (9:00 – 9:53 a.m.); Caitlyn Berard, City of Manistee DDA Director (9:00 – 9:31 a.m.); Kathy Gutowski, Filer Township DDA Treasurer (9:00 0 9:31 a.m.); Mark Krolczyk, Krolczyk Electric (9:55 – 10:43 a.m.); Jarett Fitnich, KONE, Inc. (9:58 – 10:43 a.m.); Barry Lind, Manistee Public Access TV; Richard Schmidt, Manistee County Board of Commissioners Liaison; Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary

**Approval of Agenda**
Motion by Sleder, supported by Buswinka, to approve the meeting’s agenda with the following changes: move New Business E – Elevator and Electrical Panel Discussion to 10:00 a.m. and remove Closed Session for Personnel Matter from agenda. All voting in favor. Motion carried.

**Approval of Minutes**
Motion by Sleder, supported by Blue, to approve the minutes of the January 28, 2020 regular meeting as presented. All voting in favor. Motion carried.

**Public Comment**
None offered

**DDA Presentation**
Tamara Buswinka excused herself from the Library Board and transitioned to a presentation to the Library Board as Filer Township’s DDA Director. She also excludes herself from all discussion before and after. Along with Caitlyn Berard (City of Manistee’s DDA Director), Mrs. Buswinka’s presentation began by explaining the benefits of the DDAs in the community by attracting new business and industries by investing in by the development of infrastructure and other community projects in a well-defined geographic area that strengthens the community. The DDAs would like to collaborate with the Library sharing the goals of creating a strong Manistee County. The DDAs have used TIF funds for Filer’s sewer/water system and the for City’s Façade and Small Business Grants, Gateway project, signage, flower boxes/baskets, benches, and various other projects.

At 9:30 a.m. Mrs. Buswinka concluded the presentation and re-entered the Board meeting.

**Correspondence**
Mrs. Greenacre had no correspondence.
Financials
In reviewing the Financial Reports for the period ending January 31, 2020, Mr. Richards noted the following:

- Received $1,600 more in Penal Fines in January 2020 than in the previous year. Total received this fiscal year is $9,500 less than for the same period last fiscal year.
- Current Property Tax revenue received in January 2020 is approximately $80,000 more than what was received in January 2019. This is due to property taxes being paid earlier than they were last year.
- There is no reason for concern for those items that are over 33% of the budgeted amount as all items are not ordered equally throughout the fiscal year.
- The only change to the Capital Improvement Account is interest.
- Net income is higher this fiscal year than what it was last fiscal year at this time. The increase in Current Property Tax Revenue and the decrease in expenditures this fiscal year attributed to Net Income being higher.

Motion by Sleder, supported by Buswinka, to accept as presented the Financial Reports for the period ending January 31, 2020. All voting in favor. Motion carried.

Administrative Report
Mrs. Greenacre noted the following to her Administrative Report:

- Staff committee meeting reports are included in the Board packet.
- The Selma check is slightly higher than what was received last year.
- The Meeting Room has been repainted.

Elevator and Electrical Panel Discussion
Mark Krolczyk began the discussion by informing the Board that the power bank is the root all the problems and replacing the existing 3 phase 480 volt switch gear panel would solve them. The existing system is not grounded and when the electrical system gets overloaded it shorts out. The next step would be to contact Consumers Energy and have the system grounded and electrical lines buried. The elevator has been down since the beginning of February and it needs to be operational. Replacing the hydraulic pump motor and contactor with a soft starter upgrade would get it up and running, but Mr. Fitnich did not guarantee how long the fix would last considering the age of the elevator. A new elevator was also discussed, but KONE would not be able to install a new one until late summer. The Library’s Facilities Committee recommends a new electrical panel, repair to the elevator so it is operational, and then a new elevator.

Former Board member, Barry Lind noted to the Board that the Library does not own the building. The landlord (Manistee County) should be responsible for repairs/replacement. The County Board of Commissioners directed the previous County Administrator to come up with a lease agreement but that was not successful. Mr. Lind suggested the Board involve the County in the discussion since a new elevator is a significant investment by the Library in their building.

Motion by Buswinka, supported by Blue to accept the proposal from KONE Inc. to replace the hydraulic pump motor and contactor with a soft starter upgrade for $8,850. Roll call: Blue – yes, Valentine – yes, Buswinka – yes, Sleder – yes. Motion carried.
Elevator and Electrical Panel Discussion (continued)

Motion by Buswinka, supported by Sleder, to direct Debra Greenacre to engage in a conversation with the County regarding the replacement of their elevator. All voting in favor. Motion carried.

Motion by Sleder, supported by Buswinka, to accept the estimate of $8,504 from Krolczyk Electric to replace the existing 3 phase, 480 volt switch gear panel in preparation of eliminating the existing open Delta system. Roll call: Sleder – yes, Valentine – yes, Buswinka – yes, Blue – yes. Motion carried.

Motion by Sleder, supported by Buswinka, to amend the motion accepting the estimate of $8,504 from Krolczyk Electric to replace the existing 3 phase, 480 volt switch gear panel to include the necessary repairs to support the repair of the elevator. Roll call: Sleder – yes, Valentine – yes, Buswinka – yes, Blue – yes. Motion carried.

Committee Reports

Personnel Committee - The Personnel Committee (Barbara Sleder, Joyce Valentine, and Debra Greenacre) met on Friday, February 7, 2020 and discussed the Director’s Evaluation revisions and changes to the Assistant Director for Public Services position the Board approved last year with the addition of marketing responsibilities. The Committee is recommending approval of the changes when it is discussed at the March meeting.

Facilities Committee - The Facilities Committee (Barbara Sleder, Dick Blue, and Debra Greenacre) met on Wednesday, February 12, 2020 and discussed new light fixtures in the Teen area, repair/replacement of the elevator and a new electrical panel. Discussed also was remodeling of offices, asbestos/tile, shelving, carpeting, and painting.

Policy Committee - The Policy Committee (Joyce Valentine, Rosalind Jaffe and Debra Greenacre) met on Wednesday, February 12, 2020. They updated the Patron Code of Conduct Policy that was approved by the Board in June 2019 with two minor corrections to avoid repetition. The Committee recommended Board approval with the updates. They also reviewed the current Meeting Room Policy and the Materials Selection Policy and will be discussed at a later meeting.

The Technology, Finance, and DDA ad hoc Committees have not met since the last meeting.

Old Business

Board Self-Assessment - Tabled until next month until all assessments are returned to the President.

At the Board’s organizational meeting last month, no other nominations were requested for Board offices. Depending on the revision of Robert Rules of Order you are referencing, it can be different as to the procedure. Since the Board does not have a written format to conduct meetings, President Valentine asked Mrs. Buswinka to volunteered to draft a Robert Rule of Order outline including the steps in making motions that all the Board can agree upon and read into the minutes to formalize the Board’s process for conducting meetings.
New Business
Kroczek Electric Quote - Fluorescent shields in the Teen area are broken and there are no replacements for the fluorescent tubes. Kroczek Electric has submitted an estimate to replace the light fixtures using existing conduits and wire with the fixtures viewed by the Board.

Motion by Sleder, supported by Buswinka, to accept the estimate from Kroczek Electric for $5,273.25 to replace the light fixtures under the mezzanine (Teen Area) using existing conduits and wire. Roll call: Sleder – yes, Valentine – yes, Blue – yes, Buswinka – yes. Motion carried.

Wellston Renovation Project – Staff has been working on renovating the Wellston Branch Library to make the work flow better and serve the patrons better. The project includes shelving, cabinets, desk unit, counter, chair, desk, and other items for the Branch.

Motion by Sleder, supported by Buswinka, to approve the Wellston Renovation Project for an estimated cost of $5,000.00 with funds coming from the 2020 Selma Fund. Roll call: Blue – yes, Valentine – yes, Buswinka – yes, Sleder – yes. Motion carried.

Vacation Payout - President Valentine requested a motion to approve the payout of 2020 earned vacation hours for Mary Russell who resigned effective December 13, 2019.

Motion by Buswinka, supported by Sleder, to authorize payment of $160.31 for 2020 earned vacation hours for Mary Russell. All voting in favor. Motion carried.

Patron Code of Conduct Revisions - The Board approved a revised Patron Code of Conduct Policy in June 2019. When the Policy Committee met earlier this month, they discussed and suggested the following revisions: Marijuana was addressed twice so it was removed from 3.R and cell phone use was removed in 3.L as 3.N addresses phone use.

Motion by Buswinka, supported by Blue, to approve as presented the final version of the Patron Code of Conduct Policy with the suggested revisions. All voting in favor. Motion carried.

Board Trustee Comments
The Board received a handout of the Rural Libraries Conference in April. President Valentine encouraged Board members to attend the highlighted sessions as they will be beneficial and prepare a report to share with the other Board members. Board members are to contact Mrs. Greenacre if they are planning to attend.

Informational Items
In their packet the Board received a listing of January 2020 bills, 2020 Board meeting schedule Manistee News Advocate articles: Turning a Page – Librarians begin new careers in Manistee County (01/25-26/20); Long Overdue – Manistee County Library goes ‘fine free’ in 2020 (02/03/20); Library offers book lovers a ‘Blind Date with a Book’ (02/05/20); A tasty project – Library hosts Valentine’s Day Love Shack building project (02/10/20); and Got tech Questions? Manistee County Library can help (Freshwater Reporter Feb. 11 – March 11, 2020).
Adjourn
Motion by Sleder, supported by Buswinka, to adjourn the meeting at 11:49 a.m. All voting in favor.

The next regular meeting of the Manistee County Library Board will be held at 9:00 a.m., Tuesday, March 24, 2020 in the Library’s Upper Level Meeting Room.

Helen Grabowski, Recording Secretary