The Manistee County Library Board held their organizational/regular meeting in the Library’s Upper Level Meeting Room on Tuesday, January 28, 2020 at 9:00 a.m. with the Pledge of Allegiance.

**Present**
Joyce Valentine, Richard Blue, Barbara Sleder, and Rosalind Jaffe

**Absent**
Tamara Buswinka (with prior notification)

**Others**
Richard Schmidt, Manistee County Board of Commissioners Liaison (9:00 – 10:17 a.m.); David Richards, Richards & McDougall (9:00 – 9:35 a.m.); Barry Lind; Manistee Public Access TV (9:00 – 10:17 a.m.); Debra Greenacre, Executive Director; and Helen Grabowski, Recording Secretary (9:00 – 10:17 a.m.)

**Election of Officers**
The organizational meeting began with last year’s President Joyce Valentine nominating Barbara Sleder, Secretary; Rosalind Jaffe, Treasurer; Tamara Buswinka, Vice President; and herself as President.

Motion by Jaffe, supported by Sleder, to accept the nominations as presented. All voting in favor. Motion carried.

**Meeting Dates/ Times**
Motion by Sleder, supported by Jaffe, to set the schedule for Library Board meetings on the fourth Tuesday of the month at 9:00 a.m. except the July and December meeting on the third Tuesday. All voting in favor. Motion carried.

**Board Committee Appointments**
President Valentine appointments to the 2020 Board Committees are as follows:

- **Facilities**: Richard Blue and Barbara Sleder
- **Personnel**: Joyce Valentine and Barbara Sleder
- **Finance**: Rosalind Jaffe and Tamara Buswinka
- **Technology**: Richard Blue and Tamara Buswinka
- **Policy**: Rosalind Jaffe and Joyce Valentine

At 9:08 a.m., President Valentine called the regular meeting to order.

**Approval of Agenda**
Motion by Jaffe, supported by Sleder, to approve as presented the meeting’s agenda. All voting in favor. Motion carried.
Approval of Minutes
Motion by Jaffe, supported by Blue, to accept as presented the minutes of the December 17, 2019 meeting. All voting in favor. Motion carried.

Public Comment
Barry Lind with Public Access Television noted that Library Board Meetings are one of the most watched meetings on Public Access Television. The Public Access Commission is engaged with the Manistee News Advocate to help both organizations do a better job covering the community.

Correspondence
Mrs. Greenacre received the following correspondence:
- Email on the recent article in the Manistee News Advocate on the two recently hired employees.
- Email from a patron noting that an employee went above and beyond to help.
- A patron connected with eBooks and thanked the Library for offering the service.

Financials
The Board received final Financial Reports for September, October, November and December. In reviewing the reports, Mr. Richards noted the following:

September
- Very little change from the draft reports the Board previously received.
- Revenue for the fiscal year increased 3.8% from the previous fiscal year.
- Expenses are similar to what they were the previous year.
- Net income is $218,390.89. Last fiscal year (September 30, 2018) ended in a net loss of $309,167.04 which included a transfer of $270,000. (Actual loss is approximately $39,000.)

October and November
- Financials did not change from the draft reports the Board received previously.

December
- Accounts Payable to Manistee County is where it should be.
- December Penal Fine Revenue is down approximately $3,000 from December 2018. Total income for the first three months of the fiscal year is down about $11,000 (24.1%) compared to the same period last fiscal year.
- Current Property Taxes received in December 2019 is $18,500 less than what was received in December 2018. There is no need for concern at this time.
- The only change to the Capital Improvement Fund from previous months is interest.
- Net loss for the three months ending December 31, 2019 is $167,903.72.

Motion by Jaffe, supported by Sleder, to approve as presented the Financial Reports for the periods ending September 30, 2019, October 31, 2019, November 30, 2019 and December 31, 2019. All voting in favor. Motion carried.
Administrative Report
Mrs. Greenacre noted the following:
- The State Aid Report will be finished today
- Held an all staff meeting on Thursday, January 23
- The Youth Service Coordinator is doing well
- Working on Adult Memory Care Kits
- The Friends of the Library have donated $1,000 for the purchase of items for the kits.
- Branch Managers are posting their events on Facebook and LocalHop Calendar.

Committee Reports
The Policy Committee (Joyce Valentine, Rosalind Jaffe and Debra Greenacre) met on Wednesday, January 15, 2020. The Committee discussed Fine Free, Community Calendar “Local Hop” and Conflict of Interest Policies. At the meeting, Mrs. Greenacre shared a list of policies that were updated since her hire. The Committee will continue working on a Conflict of Interest Policy and discussion with the Friends of the Library to clarify the Library’s relationship with them.

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

Old Business
Board Assessment - At last month’s meeting, it was decided that Board members complete the one page assessment and turn them in at the January meeting. President Valentine will compile the information for the February meeting.

New Business
Strategic Planning Timeline - In their packet, the Board received a timeline for the Library’s Strategic Plan. The Kickoff Meeting is Wednesday, April 22 at the Library and plans are to have the plan completed by Monday, August 31, 2020.

Fine Fee Policy - To identify ways to increase library access and improve services to everyone in the community, the Policy Committee is recommending that the Board approve a Fine Free Policy beginning February 1, 2020.

Motion by Sleder, supported by Jaffe, to accept the Fine Free Policy as presented. All voting in favor. Motion carried.

Ms. Sleder amended her motion and then made the following motion:

Motion by Sleder, supported by Jaffe, to accept the Fine Free Policy as presented with a review in six months. All voting in favor. Motion carried.
New Business (continued)
Community Calendar Policy   The Library sponsors a community calendar on its website through the company LocalHop as a public service to provide information about events, attractions, meetings, etc. of interest to Manistee County residents. Organizations who meet certain guidelines may be invited to connect with the Library through LocalHop and violation of the guidelines will result in termination of access to the Library hosted Community Calendar.

Motion by Sleder, supported by Jaffe, to accept as written the Community Calendar Policy. All voting in favor. Motion carried.

Board Trustee Comments
● Rosalind Jaffe made a presentation to 100 Women Who Care Group requesting a donation to the Library. The Library was not chosen but she will try again.

Closed Session
Motion by Jaffe, supported by Sleder, to adjourn the regular meeting and go into Closed Session at 10:17 a.m. for the Director’s evaluation to included Board members and Debra Greenacre. Roll call: Blue – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.

Open Session
At 11:00 a.m. the Board adjourned the Closed Session and opened the regular meeting at 11:01 a.m.

Motion by Jaffe, supported by Sleder, to reword the Director’s contract to carry over five vacation days of the current year to the following year to be used by March 31. Roll call: Blue – yes, Valentine – yes, Jaffe – yes, Sleder. Motion carried.

Informational Items
In their packet the Board received a listing of December 2019 invoices, Manistee News Advocate articles: County recognizes employee service during monthly meeting (12/18/19); Library hosts inaugural open house (12/19/19); PCA donates to local organizations (12/30/19); and Library to host Chinese New Year celebration (01/21/20)

Adjourn
Motion by Sleder, supported by Jaffe, to adjourn the meeting at 11:15 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held Tuesday, February 25, 2020, at 9:00 a.m. in the Library’s Upper Level Meeting Room.

Helen Grabowski
Recording Secretary