Call to order
The regular monthly Board Meeting of Manistee County Library Board was held at virtually via Zoom on July 28 2020 at 9:05am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Lauren Reed, Julie Cirone (Assistant Director), Dave Richards, Richard Schmidt.

Pledge of Allegiance was led by Joyce Valentine.

Approval of Agenda
Motion to approve amended Agenda with foundation information made by Barbara Sleder. Motion to support made by Richard Blue. Agenda approved by unanimous vote.

Approval of Minutes
Motion to approve June 23rd 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
Facebook comment to Youth Services Coordinator regarding the Community Garden project: “I’m so glad the Library hired you before the pandemic. Families need support now more than even and you’re doing a great job staying connected”

Financial
June Financial Report: Dave Richards informed the Board of June financial reports. Manistee County was behind in collecting those but it has caught back up. COVID closures has had a significant effect on the penal fine revenue as the court has been shut down. Penal fines are at $86,000 compared to $114,000 last year. Income from Payment in Lieu of Taxes is slightly higher than last year.

Rosalind Jaffe questioned when Executive Director will be going to talk to the County regarding millage and budget. Debra Greenacre informed the Board that a meeting was scheduled for August 14th, 2020. Barbara Sleder made a motion to approve the June financials as submitted. Richard Blue seconded the motion. The June financials were approved by unanimous vote.

Budget Adjustments: Adjustments were suggested by Dave Richards. Rosalind Jaffe made a motion to approve the budget adjustments as submitted. Barbara Sleder seconded the motion. The motion was approved by unanimous vote.

Review of Audit: The library received a favorable audit. The County is looking at restructuring the Library for a separate MERS plan. The MERS balance for the library is $823,000. Rosalind Jaffe
questioned how much annually the library should allocate towards retirement. Dave Richards
answered that there are different ways to do it and we will revisit it, likely before the end of the fiscal
year. Barbara Sleder made a motion to approve the transferring of $15,000 in the library budget to the
capital improvement fund. Richard Blue seconded the motion. The motion was approved by
unanimous vote.

**Administrative reports**
Debra Greenacre presented information regarding library business in light of COVID-19. The library
has been incredibly active in creating diverse programing for children, teens, and adults. Debra also
reported to the Board about advertisement and publicity campaigns including online, social media,
newspaper, and radio. The Main branch also created an outdoor plant swap.

**Committee Reports:**
- **Technology Committee:** Did not meet.
- **Personnel Committee:** Did not meet.
- **Facilities Committee:** Did not meet.
- **Policy Committee:** Did not meet.
- **Finance Committee:** Did not meet.

**Old business**
Strategic Plan: Debra Greenacre discussed the strategic plan and the options suggested by the strategic
planning organization (MCLS). The strategic plan was suggested to be conducting in April 2021,
pending the climate of the health crisis. Rosalind Jaffe motioned to postpone the strategic plan until

Reopening Plans: Curbside Service is going very well and patrons have been responsive and happy with
this new service. MCL has had several absences due to quarantine and self-monitoring. Staff members
that are instrumental in preparing branches have been absent. This greatly affects the Library ability to
open. Caution and monitoring the situation is recommended.

**New Business**
Motion to approve Selma 2020 Adjustments: Debra Greenacre presented the Selma 2020 adjustments.
Barbara Sleder motioned to approve expenditures as presented. Lauren Reed seconded. Motion
approved by unanimous vote.

Motion to approve Conflict of Interest Policy: The conflict of interest policy should be signed by each
Board member. Barbara Sleder motioned to approve the policy as amended. Rosalind Jaffe seconded.
Motion approved by unanimous vote.

Motion to approve Branch Manager Arcadia Full-Time: Debra Greenacre presented the need for
reliable staffing and suggested expanding the Arcadia position to help alleviate the staffing strain. MCL
is currently short staffed in the Circulation department and this would be within budget. Barbara
Sleder motioned to approve the Branch Manager- Arcadia position to fulltime. Richard Blue seconded
the motion. Motion approved by unanimous vote.
Committees: Committee assignment of the Board was discussed. Committees will begin meeting again. Debra will schedule committee meetings by email for August.

Community Foundation: The Community Foundation manages a fund for Manistee County Library. The amount of the fund this year is $2534. Debra Greenacre recommended the Board allow Executive Director to request the funds. We would like to put this funding towards the purchase of plastic shielding needed for the safety of staff and public in the Library. Rosalind Jaffe motioned to approve the distribution of $2534 from the Community Foundation fund. Barbara Sleder seconded the motion. Motion approved by unanimous vote.

Board Trustee Comments

Informational Items: Library Board members discussed attending an educational webinar.

Budget 20-21 annual meeting Debra is awaiting personnel costs for the September Meeting.

Adjournment

Rosalind Jaffe made a motion to adjourn the Board Meeting at 10:39 AM. Barbara Sleder seconded the motion. Motion approved by unanimous vote.