Board Minutes 6/2/20

Call to order
The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on June 2nd 2020 at 9:05am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Julie Cirone (Assistant Director), Dave Richards, Richard Schmidt.

Pledge of Allegiance was lead by Joyce Valentine.

Joyce Valentine opened the meeting by asking for public comment. There was no public attendance and comment.

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 February 25th Meeting Minutes made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Agenda approved by unanimous vote.

Motion to approve March 16th Special Meeting Minutes made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Agenda approved by unanimous vote.

Motion to approve May 14th Special Meeting Minutes with addition of date made by Rosalind Jaffe. Motion to support made by Barbara Sleder. Agenda approved by unanimous vote.

Reports
Correspondence: Debra Greenacre informed Board that MCL has been doing care packages for patrons without internet or ability to travel to library locations to access internet. Positive feedback has been received from recipients.

Financial: Dave Richards informed the Board of February financials and that expenses were down substantially because of the health crisis. Most expenses are expected to fluctuate back up as usage and spending (books, supplies, etc.) resumes but operational utility decreased due to being closed for these months. March, April, and May financial statements will be available for the June 23rd Board Meeting. Rosalind Jaffe questioned if March and April expenditures are expected be lower because of the health crisis. Dave Richards responded that yes, it is projected to be the case. Selma funding was received for 2020. The library will also be showing another property tax reimbursement payment in the May financial report. Rosalind Jaffe inquired if there are more capital improvement projects that can be moved forward this fiscal year. Debra Greenacre responded that a Facilities Committee meeting can be called to look at projects that can be completed with the unknown factors.
Rosalind Jaffe made a motion to approve the February financials. Barbara Sleder seconded the motion. February financials approved by unanimous vote.

Administrative reports: Debra Greenacre presented information regarding e-rate reimbursement services.

Committee Reports: Technology Committee met and information presented will be discussed below in WiFi hotspots catagory.

Downtown Development Association: No decision regarding the DDA was made. Debra Greenacre expressed that it is in the library’s best interest to keep library funds instead of directing them to the DDA. It recommended by the Ad Hoc Committee that no action is taken regarding the DDA. As this committee was created as an ‘ad hoc’ it’s function ceases with this recommendation.

Old business

Coronavirus update: Debra Greenacre discussed the ability of the library to open and the reopening plan that is required by law to open. A press release will be prepared and published sometime in the next week to keep patrons abreast of the changes and opening process. Debra recommended calling a special meeting via Zoom on Tuesday June 9th at 9:00am to go over the reopening plan.

New Business

Branch Saturday Hours: Debra Greenacre recommended not having Saturday hours in the Branches this summer due to the current health crisis. The library board agreed.

WiFi hotspots: Debra Greenacre and the Technology committee presented information regarding the benefits of upgrading WiFi data to unlimited to better serve library patrons. Library patrons have had a positive response to the WiFi hotspots and the negative feedback has centered on limitations in data. Increasing the data plan to unlimited would alleviate the issues and create a better experience for patrons. Rosalind Jaffe motioned to approve upgrading the WiFi plan to unlimited. Richard Blue seconded the motion. Motion approved by unanimous vote.

Selma funds: Debra Greenacre provided an expenditure budget outlining Selma Fund allocations. Barbara Sleder motioned to approve allocations of Selma funds as listed. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

Foster Swift: Debra Greenacre presented information regarding a $20/hour price increase in the library’s retainer with Foster Swift law office. Board voted unanimously to allow Debra Greenacre authority to handle this as she see fit.

Strategic Plan Timeline: Debra Greenacre presented an updated timeline for conducting the strategic plan.

Budget: The draft for the 2021 budget was presented to the Board by Debra Greenacre. As a first draft, the budget will change due to the uncertain climate of many factors. Richard Blue commented that the expenditure plan and proportions of staffing are right in line with where library budgets should be and that this is a good budget. The Finance Committee will meet in the near future regarding the budget. The vote to approve the budget will be held in August or September. Richard Schmidt made a comment
that the state budget is facing big cuts because of the health crisis and that there a lot of unknowns, but despite this the library “is doing a great job.”

**Announcements**

A Special Meeting will be held via Zoom on Tuesday, June 9th at 9:00am to go over the reopening plan.

**Adjournment**

Barbara Sleder made a motion to adjourn the Board Meeting at 11:16Am. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

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Julie Cirone, Assistant Director

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