Call to order
The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on November 24th, 2020 at 9:10am. Attendees included Debra Greenacre (Executive Director), Joyce Valentine (Board President), Barbara Sleder, Rosalind Jaffe, Richard Blue, Lauren Reed, Julie Cirone (Assistant Director), Dave Richards and Richard Schmidt. All attended remotely.

Pledge of Allegiance was led by Rosalind Jaffe.

Approval of Agenda
Motion to approve Agenda made by Barbara Sleder. Motion to support made by Lauren Reed. Agenda approved by unanimous vote.

Approval of Minutes
Motion to approve October 27th, 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 was no correspondence.

Financial
Dave Richards provided the financial highlights to the Board. The cash position of the library at the end of October was $748,000, with $7,000 penal fines. Everything is in line with expected projections. The Library does not historically take in significant revenue in the months of October/November. Money will begin to come in in December as property taxes are collected. Richard Blue inquired as to the origin of a designated gift with an estimated total of $2,500. Debra Greenacre responded that she would get the information (she did find that the designated gift was an allotment from the Library fund at the Community Foundation.)

Dave Richards recommended moving $300,000 to capital improvement in order to designate the funds. Rosalind Jaffe motioned to move $300,000 from general funds to capital improvement. Barbara Sleder seconded. Roll call vote: Joyce Valentine – Aye, Rosalind Jaffe – Aye, Barbara Sleder – Aye, Richard Blue – Aye, Lauren Reed – Aye. Motion approved by unanimous vote.

Administrative reports
Debra Greenacre presented information to the Library Board. Joyce Valentine expressed excitement for the restoration of the grand staircase by replacement of the antique spindles that have broken throughout the years. Lauren Reed was happy to see that the Library had taken out a billboard ad for December. Rosalind Jaffee commented that the Director’s report looked good and it was a busy month for the Executive Director.
Curbside is underway and is now being run from the Book House garage. We purchased an electric heater and replaced an existing door with a windowed door so employees can see approaching cars while inside. This will protect employees from the winter elements and also provides much needed space for storage and organization of curbside orders. Barbara Sleder had a positive experience with the new curbside and the Youth Services Coordinator who selected and pulled books for Barbara. Richard Blue inquired about the snowplowing/salt schedule to insure staff safety.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Did not meet.
Facilities Committee: Met 11/11/20 regarding facility improvements – because of the unusual circumstances of this year projects are pushed back and backlogged due to contractor workload. Richard Blue recommended placing a high priority on constructing Executive offices in the basement.
Policy Committee: Met 11/12/20 regarding Friends of the Library and policies. The committee recommended that a copy be sent to the Friends Board for review and comment.
Finance Committee: Did not meet.

Old business
Reopening Plans: Debra Greenacre expressed that the renewed closure of library services and building access situation is ever evolving and we are ready to respond as needed. We are currently in Curbside only status and we are working to install and implement computer services via a laptop in the garage.

New Business
Friends of the Library Memo: Debra Greenacre presented the Friends of the Library agreement. Joyce Valentine motioned to move the agreement to the Friends for review. Barbara Sleder seconded. Motion approved by unanimous vote.
Bylaws-additions: Debra Greenacre presented Bylaw information. This item is tabled until December to allow for refining.
Executive Director 2021 Goals: Debra Greenacre presented an outline of goals for the 2021 year. The windows are on order and we are hoping to get them installed soon. The garden project is in advanced planning stages. The elevator project is one that we will tackle as well. The rest of this year is uncertain due to the current health crisis and ability to get contractors in to work on projects. There is also an excess of vacations in December due to staff having to compress vacation time into a few months. In January, we are prepared to hit the ground running. Richard Schmidt recommended continuing to identify and move monies to designating funds to avoid having a large fund balance. Debra Greenacre noted the need for decisions to be made in the near future regarding the book house. More and more issues with the book house are becoming unavoidable as it is requiring major repairs. Barbara Sleder expressed agreement as the costs continue to build and space is a chief issue the library faces.
Remote Work Policy: Debra Greenacre presented a policy for working at home. This is a new requirement by MDHHS. This policy was drafted by Fosters & Swift Attorneys. Rosalind Jaffe motioned to approve the policy. Barbara Sleder seconded. Motion approved by unanimous vote.
Board Trustee Comments

The Library Board discussed the designation of officers within the Board. Debra Greenacre recommended nominating and communicating among Board members. Lauren Reed’s 6 month term ends at the end of December. Barbara Sleder acknowledged the incredible stress this year has exerted. She recommended stress reduction tactics to the Board and for Debra to convey to staff. Rosalind Jaffe suggested changing the structure of Board email addresses.

Adjournment

Barbara Sleder made a motion to adjourn the Board Meeting at 10:46 AM. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

Julie Cirone, Assistant Director
Secretary

Date of approval