Call to order
The regular monthly Board Meeting of Manistee County Library Board was held at virtually via Zoom on September 1st, 2020 at 9:02am. 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 Agenda made by Barbara Sleder. Motion to support made by Rosalind Jaffe. Agenda approved by unanimous vote.

Approval of Minutes
Motion to approve July 28th Board Meeting Minutes as amended made by Rosalind Jaffe. Motion to support made by Barbara Sleder. Amended Minutes approved by unanimous vote.

Public Comment
There was no public attendance/comment.

 Correspondence
Letter from a patron that was complimentary and insightful. In the letter, the patron expressed her positive experiences with the library services online and outside while the buildings were closed.

Financial
July Financial Report: Balances are normal and as expected. Dave Richards pointed out that the library is experiencing COVID-19 effects in Penal fines. Penal fines are running low at $2,600. This is a 30% decrease from last year. Joyce Valentine questioned if this will be an ongoing decrease. Dave Richards responded that he felt this will be something that will go on for a while and is relatively unpredictable and reflective of the times. This year, MCL received deferred taxes in June rather than July, which explains the gap in the year-to-year comparison. This is a normal fluctuation depending on when the revenue comes to the Library. Services income is down because the Library is offering free copy and printing services as a kindness to the community due to COVID-19. Other incomes are close to previous year's incomes. Dave Richards recommended setting up a meeting to discuss the transference of funds that were slated for capital improvement projects that were halted because of the unusual climate of the year. The Library wants to complete these projects next year and have these capital improvement funds available to do so.

Administrative reports
Debra Greenacre presented information and handouts on library programs and new garden plans.

Committee Reports:
Technology Committee: Met 8/18/2020 to discuss phone system and security surveillance.
Personnel Committee: Met 8/13/2020 to discuss Executive Director’s evaluation and renewal of contract.
Facilities Committee: Met 8/11/2020 to discuss facility improvements
Policy Committee: Met 8/13/2020 to discuss Materials Selection Policy.
Finance Committee: Did not meet.

Old business

Reopening Plans: Curbside Service is going very well, and patrons have been responsive and happy with this new service. MCL has been moving steadily towards reopening and Branch locations will be opening very soon. The Main branch is close to opening. The Library created an informational brochure, specific to each location, to give to patrons with guidelines and FAQs. Safety measures are in place and will be verbally communicated to patrons upon entering facilities. Staff has been trained on new procedures. Safety of patrons and staff is of paramount importance. Richard Blue questioned the capacity limits of each location. Debra Greenacre clarified that patrons will be able to spend 30 minutes in the library and each library will be at a reduced capacity (Manistee capacity is limited to 20 patrons). Rosalind Jaffe commented that this plan was well thought-out and she has confidence in Debra Greenacre’s judgement and ability to navigate changes and challenges that arise as this process unfolds.

New Business

Motion to approve Selma 2020 Adjustment: Debra Greenacre presented the Selma 2020 adjustment. Rosalind Jaffe motioned to approve expenditures as presented. Barbara Sleder seconded. Motion approved by unanimous vote.

Motion to approve Materials Selection Policy: The policy committee presented a new Materials Selection Policy. Richard Blue motioned to approve the policy as amended. Barbara Sleder seconded. Motion approved by unanimous vote.

Motion to set Public Hearing on FY 2020-2021: Debra Greenacre presented a potential date for a public hearing on the 2020-2021 Fiscal Year. Rosalind Jaffe motioned to set the meeting for September 22nd, 2020 at 10am. Barbara Sleder seconded the motion. Motion approved by unanimous vote.

Children’s Storywalk/Garden Area: Debra Greenacre presented the plans for the Storywalk as prepared with samples and estimates regarding contents and costs. Several area organizations and business are likely to assist with donations and financial assistance based on projects and relationships that have been created in the past. A donor dedication in the form of a plaque or engraved bricks was discussed. This area is undeveloped and will provide a unique community space for users of all ages. Barbara Sleder motioned to approve the Children’s Storywalk/Garden Area with a proposed budget of up to $20,000. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

Library Design Associates – shelving project discussion: Debra Greenacre presented information regarding moving forward with the new shelving and updates on the first floor. Library Design Associates provided a quote for planning this space for a total estimate of $9,000. At this time, no motions have been made towards this project and more research will be done.

Phone System and Security Camera discussion: The library is collecting information regarding combining our phone and security system. The library will be getting quotes for services and installation. Although MCL has a dedicated Library Technician, this is a very involved and time
consuming process that would take months to complete. The Library needs a technological boost, as currently staff does not have voicemail or the ability to transfer calls between branches. This discussion was tabled until further research is completed.

Board Trustee Comments

Maintenance Custodian: Richard Blue inquired as to the status of the Maintenance Custodian position. Debra Greenacre responded that although we were not yet having luck with applicants, we were looking at expanding our advertising to surrounding areas and also online. If we do not have a person hired soon, hiring a cleaning company or a professional cleaner was discussed as a viable option.

Adjournment

Barbara Sleder made a motion to adjourn the Board Meeting at 10:37 AM. Lauren Reed seconded the motion. Motion approved by unanimous vote.