Call to order
The regular monthly Board Meeting of Manistee County Library Board was held virtually via Zoom on September 22nd, 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 Rosalind Jaffe. Motion to support made by Barbara Sleder. Agenda approved by unanimous vote.

Approval of Minutes
Motion to approve September 1st, 2020 Board Meeting Minutes made by Rosalind Jaffe. Motion to support made by Barbara Sleder. Minutes approved by unanimous vote.

Public Comment
There was no public attendance/comment.

Correspondence
Debra Greenacre presented the winning submission in the short story contest from a child. The story was titled “The Superhero’s Pet Rescue” by Landon Sanford.

Financial
August Financial Report: Dave Richards provided the financial report to the Board. The penal fines came in at $3700. Penal fines were $11,000 in the past, which is a direct result of COVID-19’s impact on the court system. There was a 4.7% tax income increase. The housing market could slow down this growth that we have had recently in the property tax revenue. At this time it is unknown if the growth will continue due to uncertainties surrounding the effects of COVID regulation.

Expenditures were as expected and in line with last year. Some service income is down because the Library is offering free copy and printing services as a kindness to the community due to COVID-19 and due to closure of the Library. As the Library’s main income stream is from property tax, the Library isn’t seeing the large hits that other local businesses are seeing. Richard Schmidt expressed satisfaction with the financial state of the Library.

Motion for approval of August financial statement made by Barbara Sleder. Lauren Reed seconded the motion. August financial statement approved by unanimous vote.

Motion for approval of 20-21 contract for CPA services made by Rosalind Jaffe. Barbara Sleder seconded the motion. 20-21 contract approved by unanimous vote.
Motion for approval of budget amendments as submitted made by Rosalind Jaffe. Barbara Sleder seconded the motion. Budget amendments approved by unanimous vote.

Administrative reports
Debra Greenacre informed the Board that every Library location now has open hours and hours are expanding in Branches and soon expanding in Manistee. Curbside service is still being provided at each location for those patrons who are not comfortable coming inside the facilities.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Met 9/9/2020 and 9/16/2020 regarding union negotiations and Executive Director’s evaluation.
Facilities Committee: Met 9/15/2020 to discuss project management of the main floor shelving/renovation project.
Policy Committee: Did not meet.
Finance Committee: Met 9/16/2020 regarding the budget.

Old business

Reopening Plans: Branches have been open with success for a few weeks and the main branch is now open also. Hours will be expanded from 3 hours per day to 5 hours a day to help meet the needs of the patrons. Curbside Service is going very well, and patrons have been responsive and happy with this new service.

Safety measures are in place and are verbally communicated by a Greeter to patrons upon entering facilities. Mask wearing has been well received by public. We are seeing a lot of parents with kids coming back. On the first day of reopening Manistee served 26 patrons on the first day of reopening and more than 50 patrons later in the week. Rosalind Jaffe commented that this plan is moving forward nicely and inquired about when the hours will be posted. Debra responded that communication is happening on social media and our website with an article in the Manistee News Advocate coming soon.

Public Hearing on the Fiscal Year 2020-2021 Budget: Rosalind Jaffe motioned to close the public meeting. Barbara Sleder seconded the motion to close.

Closure was approved by unanimous vote. At 10:00am, the regular meeting was suspended to commence the Public Hearing on the fiscal year 2020-2021 Budget. No public was in attendance for the Public Hearing and no comments (written or oral) were received. Rosalind Jaffe motioned to close the public meeting. Barbara Sleder seconded the motion to close. Closure approved by unanimous vote. The public hearing was closed and the regular meeting reconvened.

New Business

Motion to approve the 2020-2021 Budget: Debra Greenacre presented the 2020-2021 Budget. Barbara Sleder motioned to approve the 2020-2021 Budget as presented. Richard Blue seconded. Motion approved by unanimous vote.
DDA Request: The Library Board received a letter from Tamara Buswinka with a request to opt into a capture of funds by the filer township DDA. Richard Blue noted that during these unprecedented times, many organizations need funding including the Library needing its own funding. Debra Greenacre recommended that, for at least this year, the Library Board does not opt into the DDA capture.

Historically, the Michigan Library Associated fought for many years to pass an exception for libraries regarding DDA’s to allow libraries to retain their funding. Joyce Valentine commented that the Library’s own unknown financial changes need to take priority over this request. Richard Blue motioned to elect to not opt into the funding the Filer DDA. Lauren Reed seconded. Motion approved by unanimous vote.

Management Position Discussion: Debra Greenacre represented an additional management position for approval. Richard Blue motioned to approve the additional management position. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

**Board Trustee Comments**

The Library Board discussed meeting times regarding the committees and upcoming vacations.

Joyce Valentine commended the Board for being more active and creating productive movement within the Library by their active involvement the committee meetings.

Richard Blue commented on the unusual nature of the management load of the Library and expressed the need for middle management. Richard said this will be a big help for Debra and a more professional set-up to allow for success.

**Adjournment**

Barbara Sleder made a motion to adjourn the Board Meeting at 10:35 AM. Rosalind Jaffe seconded the motion. Motion approved by unanimous vote.

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Date of approval