Manistee County Library  
Board of Trustees Minutes  
Dec 21, 2021  
9:03am  
MCL Meeting Room

Call to Order: Meeting was called to order at 9:03am

Roll Call: Board members present - Roz Jaffe, Pam Evans, Richard Blue, Terry Bennett and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, and Accountant Dave Richards.

Agenda: Jaffe moved; Evans seconded to approve the agenda as presented. Vote: unanimous - yes. Approved.

Minutes: Evans moved; Blue seconded to approve the November 30, 2021 regular meeting minutes as amended. Vote: unanimous - yes. Approved.

Public Comment: None

Correspondence: The Library has received many holiday cards from regular patrons.

Financials: December Report- Dave Richards presented financial information.

September: Balance sheet showing various cash positions at end of year. Penal fines receivable came in at $13,105. Accounts payable are sitting at $91,000. Overall revenue sits at $23,818 compared to $18,675 for 2020. Expenditures for the month were as expected. Penal fines were higher than budgeted and were more in line with last year. Overall property tax income was high due to the increased housing market. There was a surplus of funding. This is not due to the library being over funded; this is due to the scarcity of material and skilled professionals needed to complete major projects that were slated for this year. Jaffe commented that it was a difficult year to spend money as material and labor were in short supply. Books came in at 83% of budgeted amount. Buildings and Grounds came in at 75% of budget. Advertisement and Marketing came in at 90% of budget. Evans asked if there was a reason that September was a net loss. Richards responded that property taxes are only collected in certain months (Dec, Jan, Feb, March, April.)

October: There was parking lot maintenance that was completed in October. Jaffe inquired about the price of ILS support. Greenacre responded that she is currently working on E-rate and internet credits. Penal fines were $16,000 for November. This is particularly high for a month. Subscriptions and programs are in line with actual figures from last year. Selma Johnson expenditures were about the same as last year. Capital Improvement Fund has a balance of $884,000. We will revisit and finalize September, October, and November next month.
Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. Administration has completed staff evaluations. We are in the process of doing team meetings. State Aid will be completed by February 1. We also received our yearly $2,000 donation from PCA.

We hosted a wonderful holiday program that was attended by 118 people. Patrons and Victorian Sleighbell Weekend visitors enjoyed our outdoor Santa and Hot Cocoa experience. The staff are participating in a Secret Santa gift exchange.

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: None

New Business:
Foster Swift billing rate: Director Greenacre presented the new 2022 billing rate for legal services through Foster Swift. Blue motioned; Jaffe seconded to approve the updated Foster Swift billing rate as submitted. Vote: unanimous - yes. Approved.

2022 Holiday Schedule: Director Greenacre presented the 2022 Holiday schedule. Evans motioned; Bennett seconded to approve the 2022 Holiday schedule as submitted. Vote: unanimous - yes. Approved.

Personnel Matter [Closed Session] – Jaffe motioned; Evan seconded to leave open session at 9:38am. Roll Call Vote: Evans - Yea; Blue - Yea; Valentine - Yea; Bennett - Yea; Jaffe - Yea. Approve

Return to open session

Trustee Comment: Meeting time was discussed and it was suggested that Board meetings be moved to open hours starting January. Bennett moved; Evans seconded to move the Board meeting to 9:30am starting in January 2022. Vote: unanimous - yes. Approved.

Adjournment: Chair adjourned the meeting at 10:35am

Secretary: Julie Cirone, Assistant Director Date approved: January 25, 2021