Manistee County Library
Board of Trustees Minutes
April 26, 2022
9:34am
MCL Meeting Room

Call to Order: Meeting was called to order at 9:34am

Pledge

Roll Call: Board members present – Mark Fedder, Pam Evans, Richard Blue, Terry Bennett and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, Commissioner Richard Schmidt and Accountant Dave Richards. Public attendance: Laura Heintzelman

Agenda: Bennett moved; Fedder seconded to approve the agenda as submitted. Vote: unanimous - yes. Approved.

Minutes: Approved by Chair without comment.

Public Comment: Laura Heintzelman provided an orientation regarding the Manistee County Community Foundation and the Library fund established in 2004. Bennet asked if there were restrictions on the Library fund. Laura responded that there were not any specific restrictions on the fund; it is a fund that supports the mission of the Library. Valentine clarified that the Community Foundation outlines the amount that the Library can request yearly. The fund was designed in perpetuity and the spendable amount is 3.5% based on a 12 quarter cycle to account for market volatility. Evans asked if the Library would prefer that donations come to the Community Foundation. Greenacre responded that large donations could be very beneficial in the fund. Blue added that bank interest rates are incredibly low and it would make sense for large donations to go to the fund.

Correspondence: The Library received a letter from a patron who loved the remodel and said that the Library is the… “core of the community.”

Financials: Dave Richards presented financial information.

February: Personal property tax came in at $36,000. The total income receivable sitting at $470,000 compared to $320,000 last year. Personal property tax reimbursement came earlier than last year. Overall, all the expenditures compared to last year are looking favorable. There are some timing differences. Snow plowing this season was heavy compared to last year. Penal fines from the court system are up $15,000, which will balance out the snow plowing. Accrued wages and health insurances reconciles with timing differences. Bennett asked what general programming designation means since we have children, teen and adult programming. Cirone responded that general programs are family friendly events where we cater to the community as a whole. Greenacre has a list of projects that justify the $811,000 balance of the Capital Improvement line.
March: Penal fines are sitting at $68,000. They are a little lower than last year but not a major difference. Total fund balance is sitting at $1.2 million. Blue asked about the $2,789 community foundation line. Greenacre responded that the library decided to purchase Launch Pads with the fund. Penal fine revenue is up $41,000 compared to last year which is a substantial increase. Staff expenditures are $395,000 this year compared to $386,000 in 2021. Buildings and grounds are higher because of snow plowing compared to last year. State funding has not come in yet. Personal property tax has two annual payments so another payment will come. Staffing is at 44% for the fiscal year. Valentine asked if there is an unfavorable percentage for staffing expenditure. Richards responded that we are now at the 50% mark for fiscal year so 51% would be unfavorable. Richards commented that the library has good expenditure goals; the economic climate makes reaching those goals difficult with lack of goods and services.

Fedder moved; Evans seconded to approve February and March financials as submitted. Vote: unanimous - yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. The highlight of Greenacre’s month was participating in an Easter Bunny drive thru event. The event was enjoyed by 175 children. Administration toured a possible location for the Wellston Branch. We partnered with the Health Department and will be distributing free masks and Covid tests. Bennett asked about the vacuum effect that affected the doors in the building on a Saturday. Greenacre responded that there was an issue with the HVAC that required a part but that Temperature Control was able to respond and mostly fix the problem that day.

**Committee Reports:**
- Technology Committee: Did not meet.
- Personnel Committee: Met April 12, 2022 to discuss frequency of meetings.
- Facilities Committee: Met April 14, 2022 regarding repairs.
- Policy Committee: Met April 19, 2022 regarding prioritizing policies.
- Finance Committee: Met April 14, 2022 regarding budget process.

**Old Business:**
**Millage Discussion:** Greenacre presented info regarding the millage. Cirone discussed the benefits of waiting until 2024 to run the millage. Major concerns were cited regarding the current financial climate. The board agreed with the suggestion to wait; no vote was taken.

**New Business:**
**Motion to approve Tile Floor Project quotes:** Bennett presented information regarding the tile and abatement. Evans motioned; Blue seconded to approve the tile floor project quote as submitted. Roll Call Vote: Evans- Yes; Blue- Yes; Valentine- Yes; Bennett- Yes; Fedder- Yes. Approved.

**Motion to approve Tuckpointing and Maple Street steps quote:** Greenacre presented information regarding work done at the Technology and Policy Committees. Blue motioned; Evans seconded to
approve the tuckpointing and Maple Street steps as submitted. Roll Call Vote: Evans- Yes; Blue- Yes; Valentine- Yes; Bennett- Yes; Fedder- Yes. Approved.

Committee meeting discussion: Greenacre will communicate via email.

Board Training Video- Board Meetings: Deferred.

Public Comment: none

Trustee Comment: none

Adjournment: Chair adjourned the meeting at 11:25am

Secretary: Julie Cirone, Assistant Director  Date approved: May 31 2022