Call to Order: The meeting was called to order at 9:35 am at the Onekama Branch Library.

Roll call: Board members present: Terry Bennett, Richard Blue, Mark Fedder, and Board President Joyce Valentine. Board Secretary Pam Evans had a planned absence and Treasurer Dick Blue recorded the minutes. Also present were Library Director Debra Greenacre, County Commissioner Richard Schmidt and Accountant Dave Richards. Public attendance: None.

Agenda: Motion by Fedder to approve the agenda with the addition of a motion to schedule the public hearing on the 2022-23 budget and a correction regarding the occurrence of committee meetings. Approved unanimously.

Minutes: The minutes of the July 26 regular monthly meeting were accepted as submitted.

Public Comment: None.

Correspondence: None.

Financials: Debra noted that the reason the line for employee health insurance is increased 35% over last year’s is that instead of a stable monthly premium expense, the monthly charge now varies widely month-to-month, and it is necessary to budget more in case of an unusually expensive year. She reported that unusual bank charges in the monthly statement were due to a bank error that will be corrected; Manistee County’s account charges at PNC Bank were applied to the Library’s Selma account. Dave Richards recommended not making unnecessary transfers in and out of the Capital Improvement fund at this time. He said that the money now in the account could still be needed and more could be transferred in if needed for unscheduled capital improvements. Blue moved acceptance of the financial statements as submitted with assurance that minor corrections indicated by Debra would be made. Roll call vote: All yes.

Administrative Report:

Debra provided details on recent Library activities. Some items of special interest to the Board:

- Tile replacement at the Main Branch is proceeding apace and reopening ahead of schedule is possible.
- The employment contract negotiated in January 2021 still has not been ratified by the Union members; it’s being held up because the employees’ option to retire at age 60 is being interpreted by them as an unacceptable age-60 retirement requirement. Labor Attorney Bonnie Toskey (Cohl Stoker & Toskey, Lansing) has reassured the employees, but it is still a sticking point.
- Chrissy Streeter’s technology one-on-ones at the Manistee Senior Center is being very well received.
- The County Board has approved a one-time cost of living adjustment payment to all personnel October 1, the day the new wage scale is scheduled to take effect. ARPA (American Rescue Plan Act) funds will be used for the one-time payment.

Committee Reports: Attached.

Old Business:

The Strategic Plan compiled by MCLS was distributed to Board Members, and Debra asked the Board to be ready to offer its take on plan elements and timing in committee and Board meetings. Once it is refined, elements of the plan will be put on the Library’s Web site. Emphasis for now should be determining what can and should be done during the first year.
New Business:

A. Motion by Bennett to approve the County of Manistee Classification and Compensation Study Final Report. Approved unanimously.

B. Motion by Blue to approve moving the “green circled” positions from the Manistee County Classification and Compensation Study Report into the minimum wage range, effective October 1, 2022, with the Fiscal Year 2022/23 budget, and approve additional wage increases as recommended by the Executive Director. Roll call vote. All yes.

C. Motion by Fedder to approve revised job descriptions as recommended by the Executive Director and Assistant Director. The new descriptions are more specific and emphasize service. Approved unanimously.

D. Budget 2022-23 Revisions: Debra explained that necessary increases in wage, health insurance and hardware lines in next year’s budget have made it necessary to adjust many other lines in next year’s budget downward, and presented the list of changes to the Board. Motion by Bennett to approve the budget revisions as presented. Roll call vote. All yes.

E. Selma Fund 2022 additional request (attached):
Motion by Fedder to approve from the Selma Johnson Fund $11,778.22 to purchase a microfilm viewer and the computer that is needed to operate it. Roll call vote. All yes.

Board Comments:

Blue: Please keep subsidizing library class enrollment on the Policy Committee consideration list.

Valentine: I am going to resign from the Board, effective October 31. I recommend that in light of his business experience, you consider Terry Bennett to finish my term as Board President. I will stay through Debra’s annual evaluation; please fill in and return the evaluation form quickly.

The meeting adjourned at 11:20 am.

Respectfully submitted,

Dick Blue

Date Approved: 9/27/22