Manistee County Library  
Board of Trustees Minutes  
June 28, 2022  
9:35am  
MCL Meeting Room

Call to Order:  Meeting was called to order at 9:35am

Pledge

Roll Call:  Board members present – Pam Evans, Mark Fedder, Richard Blue, Terry Bennett and Joyce Valentine. Also present - Assistant Director Julie Cirone, Richard Schmidt and Accountant Dave Richards. Absent with notice: Executive Director Debra Greenacre. Public attendance: Leslie Day

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

Minutes: No comments, minutes accepted.

Public Comment:  Leslie Day commented that Manistee County Library is wonderful and that she is impressed by the running of our complex library system.

Correspondence:  Cirone discussed library experience reviews left by children.

Financials:

May Financials:  Dave Richards presented financial information. Tax revenue was $85,069 compared to last year’s $89,489. In 2021, delinquent taxes were sent out earlier than normal. They typically come out around the end of June or beginning of July. Personnel costs were slightly higher than last year. Collection expenditures were $11,000 compared to the $8,000 this month last year. Valentine asked what the Library is doing with microfilming records. Cirone responded that the library holds the archives of the Manistee News Advocate and that is the extent of the microfilm collection. Software expenditures have an increase of $5,000 over last year. Valentine asked what the software purchase was. Blue responded that we now have cloud printing services available. Cirone confirmed that we just launched Cloud Printing and it is going well. Penal fines are ahead of last year by $13,000. This is due to the activity of the court. There has been a marked difference in property tax income due to the high price of real estate. Valentine asked if the 30k+ difference in staffing is due to positions being filled. Richards responded that the courthouse was short staffed so there was a delay on billing for employee benefits; this is a timing issue and not an increase. Utility costs increased but this is the pricing hike that all are experiencing. Valentine would like to make sure we have an allotment for the parking lot sewer issue. Richards stated that he will be meeting with Debra Greenacre to go over capital improvement funds. Overall, we have an income of $1,259,286 compared to $1,251,574 last year at this time. Capital outlay is under budget. Selma Johnson funds and Grants are favorable. We are at 58% of budget for grounds maintenance. Despite having our older van, vehicle expense is still under budget.
Budget Adjustments: Richards presented the budget adjustments. Valentine stated that she has seen a trend of increased lost and damaged items over the years. Evans inquired if it was due to us no longer charging fines. Cirone responded that we have not experienced negative consequences from the elimination of late fines and we are actually seeing the opposite. Patrons are returning long overdue materials or they are returning to the library because there is no longer a financial barrier or burden. Blue asked if there was anything we could do about the increased MeL items losses. Blue responded that our rate of MeL usage has gone up. Cirone confirmed that it has gone up and added that everyone on staff has been trained to automatically offer MeL services if the requested book is not in our system.

Blue moved; Evans seconded to approve May financial reports as submitted. Roll Call Vote: Blue- Yes; Valentine- Yes; Bennett-Yes; Evans-Yes; Fedder-Yes. Approved.

Fedder moved; Evans seconded to approve the budget adjustments as submitted. Roll Call Vote: Blue-Yes; Valentine- Yes; Bennett-Yes; Evans-Yes; Fedder-Yes. Approved.

Administrative Report: Cirone presented information regarding daily function and upcoming events. Administration is in the process of posting a sixth Branch Manager position. This is a creative posting to help alleviate our hiring obstacle of low circulation clerk pay. This will enable us to have another team member to help run Manistee and also “float” between branches to cover vacation and personal time absences. This will free up members of the leadership team who have been providing branch support. We are also working on building our “Library of Things.” We have started by asking for staff ideas for items and have selected from the compiled ideas. We will continue to add items by taking suggestions.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Did not meet.
Facilities Committee: Met June 9, 2022 regarding asbestos abatement.
Policy Committee: Did not meet.
Finance Committee: Met June 16, 2022 regarding library budget.

Old Business:
None

New Business:
Budget 2022-2023 tentative: The budget was presented. Evans commented that we may need to revisit the utilities line items as prices are increasing. Blue agreed that utilities may need adjustment. Blue motioned; Evans seconded to accept the 2022-2032 tentative Budget as submitted. Vote: unanimous -yes. Approved.

Motion to request Full Voted Millage Be Levied: Evans motioned; Blue seconded to request the Full Voted Millage Be Levied. Roll Call Vote: Blue- Yes; Valentine- Yes; Bennett-Yes; Evans-Yes; Fedder- Yes. Approved.
**Motion to approve revised tile project quote and roof repairs/maintenance quote:** Cirone presented information regarding the tile project. Bennett spoke about the tile and roof quotes. Fedder motioned; Bennett seconded to accept the revised tile project quote and roof repairs/maintenance quote submitted. Roll Call Vote: Blue- Yes; Valentine- Yes; Bennett-Yes; Evans-Yes; Fedder- Yes. Approved.

**Safety edge on Elevator:** Bennett presented information about the safety edge for the elevator. Evans asked if we should invest in an elevator that is 50 years old or if we should replace it. The board discussed pros and cons of replacement. Evans motioned; Blue seconded to pursue information regarding the replacement of the elevator. Vote: unanimous - yes. Approved.

**Trustee Comment:** Valentine commented that she is pleased with the increased amount of new library cards for this month. She also commented that she liked the branch report.

Adjournment: Chair adjourned the meeting at 10:55am

Secretary: Julie Cirone, Assistant Director

Date approved: 7/26/2022