Manistee County Library  
Board of Trustees Minutes  
March 22, 2022  
9:33am  
MCL Meeting Room

**Call to Order:** Meeting was called to order at 9:33am

**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: Margaret Cooley, Diane Opalka, Marcia Hedges, Rose Smejkal.

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

**Minutes:** Evans moved; Fedder seconded to approve the March 1, 2022 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

**Public Comment:** Margaret Cooley introduced herself and said that she was from the Friends of the Library. They are attending to keep up with what is going on at the library. Margaret Cooley asked if the Wagoner Center was going to open? Greenacre answered that our wood shelving needs to be moved during dry conditions to avoid damage, when the conditions are right we will begin the installation process and will open shortly after. Cooley asked what the purpose of the Wagoner branch is since it is close to the main branch. Greenacre responded that it is a small satellite branch that will not be staffed full time; it is a convenient location for those attending programming at the center. The Library was requested by the Senior Center Director to move into the facility and form a partnership. The Friends of the Library are preparing to host book sales in July.

**Correspondence:** The Library received several comments regarding the remodel. A patron sent lunch to the staff with a note: “Thank you for making our Library so beautiful.” The Library also received a letter from Gretchen Whitmer recognizing the MCL for our service during the pandemic.

**Financials:** Audit Review- Dave Richards presented financial information.

Independent auditors reported overall respective financial positions were favorable. All liabilities, assets, penal fines, interest revenue, and non-direct income were assessed by the auditors. Pension liability is the only area of concern for the Library to mediate. Valentine asked if there were any actions the Library needs to complete to protect the library in unfunded costs. Richards responded that, at this point, it is unclear. The library is sitting at $759,016 pension liability funding. The library meets the government’s threshold. Valentine asked if there was a concern about the library falling below the threshold with the rate of inflation. Richards responded that he does not believe this will be the case. Valentine asked if the
cost sharing ratio between the County and Library was half and half. Richards responded that he did not have the answer to that currently.

Greenacre added that there is a plan in place to add a line item contributing to the fund in next year’s budget. Valentine and Evans responded that they are supportive of that change. Valentine asked if there would be a midterm review given the financial upheaval of the country at this time. Evans asked if Valentine was concerned about the stock market or defaulting on property taxes. Valentine responded that it is the uncertainty of the times that have fallen since 2008. Richards responded that we have not seen all effects that have transpired from the financial situation of 2008. Inflation rate at the start of the fiscal year was 2.5% but currently it is sitting at 7%.

Fedder moved; Evans seconded to approve Audit Review as submitted. Vote: unanimous - yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. Mid Michigan Library League director, Sheryl Mase, visited to see the completed main floor and was thrilled with the changes. The Youth Services Coordinator attended the Spring Institute Conference. We are looking forward to implementing what she learned at the professional event. We had a contractor repair the dip in the floor of the computer loft; he also did some finishing on the ceiling underneath the loft. Temperature Control came to address the pressure issues caused by the HVAC that was making the doors difficult to open. The air exchange was unbalanced.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Did not meet.
Facilities Committee: Met March 9, 2022 to discuss Wellston facility and contractor projects.
Policy Committee: Met March 15, 2022 to discuss policy wording.
Finance Committee: Did not meet.

Old Business:
Strategic Plan Update: Director Greenacre presented info regarding the Organizational Retreat. Details will follow soon by email.

New Business:
Motion to approve Selma 2022: Director Greenacre presented information regarding the Selma Johnson Fund plans. Fedder motioned; Blue seconded to approve the Selma 2022 request. Vote: unanimous - yes. Approved.

Computer and Internet Acceptable Use Policy: Director Greenacre presented information regarding work done at the Technology and Policy Committees. Bennett motioned; Fedder seconded to approve the Computer and Internet Acceptable Use Policy. Vote: unanimous - yes. Approved.

Public Comments at Board Meetings Policy – Greenacre presented information regarding the public comment policy. Blue motioned; Evans seconded approved the Public Comments at Board Meetings Policy as submitted. Vote: unanimous - yes. Approved.
Board Training Video - Board Meetings: Greenacre provided the Board with a Trustee training.

Public Comment: none

Trustee Comment: none

Adjournment: Chair adjourned the meeting at 11:57am

Secretary: Julie Cirone, Assistant Director

Date approved: April 26 22