

Manistee County Library
Board of Trustees Minutes
April 25, 2023
9:30am
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 9:30am

Pledge

Roll Call: Board members present – Mark Fedder, Richard Blue, Terry Bennett and Ralph Mortensen. Absent with prior notice– Pam Evans. Also present - Director Debra Greenacre, and Business Manager Rebecca Barker, County Commissioner Richard Schmidt, Accountant Dave Richards. Members of the Friends of the Library were also in attendance. A moment of silence was held for board member Pam Evans’ husband Mark, who passed away the prior day.

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

Minutes: Mortensen moved; Blue seconded to approve the March 21, 2023 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: The Friends of the Library expressed concerns about Board discussion regarding the bookhouse and liability waiver.

Correspondence: Director Greenacre reported that the library received an anonymous donation of \$1000.00.

Financials: Financial report was presented by Dave Richards. Penal fines should be at 50% but are presently at 39%. This may be due to a slowed-down process at the county. Interest income is up. Services are up, particularly copies. Property tax has slowed, but should go up when delinquent payments are collected in June. Utilities are up \$1100 for heating as the price of gas has increased. Personnel is up because all open positions are now filled. Programs are down since summer reading has not yet started. Books and AV materials are down. Capital outlay is down, building and grounds are down \$2500 due to the mild winter and lesser need for snow removal. \$140k has been budgeted for capital improvements. Total expenditures are down and income is up. David also presented the yearly audit, which shows a \$108,000 positive net change.

Fedder moved; Mortensen seconded to approve financial reports as submitted. Vote: unanimous - yes. Approved.

Blue moved to approve the audit; Mortensen seconded the motion. Vote: Unanimous- yes. Approved.

Administrative Report: Director Greenacre presented information about the window replacements in the tech room. Currently, it will take 4-6 weeks for the company to get the materials needed. A new Information Services specialist has been hired to fill the vacant position.

Committee Reports:

Technology Committee: Looked at website proposal and discussed RFID project which will commence in mid-August.

Personnel Committee: Did not meet.

Facilities Committee: The Structure Tek initial report was completed. Koon-do-It-All handyman service chipped off the stone that was about to fall over the Maple Street entrance. HVAC repairs were made to Manistee, and Board President Bennett

Policy Committee: Did not meet.

Finance Committee: Did not meet.

Old Business: None.

New Business: Motion to approve Bulletin Board Policy, Opioid Policy, and rescind old Interlibrary Loan Policy: Mortensen motioned and Blue seconded to approve the new bulletin board policy as submitted. Vote: unanimous - yes. Approved.

Blue motioned; Fedder seconded to approve the new Opioid Policy as presented. Vote: unanimous - yes. Approved.

Blue motioned; Mortensen seconded to rescind the old ILL Policy, which charged patrons fees for interlibrary loans. Vote: unanimous - yes. Approved.

Motion to approve Selma funds: Blue motioned, Mortensen seconded. Vote: unanimous - yes. Approved.

Motion to use Manistee Community Foundation Funds to purchase Launchpads: Mortensen motioned, Fedder seconded. Vote: unanimous - yes. Approved.

Motion to approve website proposal: Fedder motioned, Blue seconded. Roll Call Vote: Blue- Yes; Mortensen- Yes; Bennett-Yes; Fedder- Yes. Approved.

Trustee Comment:

Adjournment: Fedder motioned to adjourn, seconded by Mortensen.

Secretary: Julie Cirone, Assistant Director

Date approved: 5/23/2023