Manistee County Library
Board of Trustees Minutes
July 25, 2023
9:45am
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 9:45am

Pledge

Roll Call: Board members present – Terry Bennett, Mark Fedder, Pam Evans, Richard Blue, and Ralph Mortensen. Also present - Interim Director Julie Cirone, Business Manager Rebecca Barker, Accountant Dave Richards, and Richard Schmidt.

Manistee County Library Board Regular Meeting.

Agenda: Julie Cirone added an item for the board to vote on the purchase and installation of panic buttons in all branches. Mark Fedder moved; Ralph Mortensen seconded to approve the agenda as amended. Vote: unanimous - yes. Approved.

Minutes: Ralph Mortensen motioned, Mark Fedder seconded to approve the June 27, 2023 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: Dave Adams from the Keddie Norconk Memorial Library Board spoke about the history of the Bear Lake branch and asked that the Manistee County Library Board assume the maintenance expenses for the building. Director Cirone responded that the recommendation will be brought before the facilities committee.

Correspondence: Julie Cirone received a comment card from a patron who only comes in the summer. He stated that the new layout was great and ‘very welcoming’.

Financials: June Report- Dave Richards presented financial information.

Penal fines continue to be down as the county is showing leniency to first time offenders. Income is up $100,000 from last year. Personnel costs are up from last year as all positions have been filled. Interest income is up. Property tax revenue will be short $40,000 as estimated by the county. Budget adjustments will be performed next month. Board member Blue asked about a miscellaneous cost of $6360; accountant Dave Richards responded that it was a wire payment of the library’s credit card and will be allocated. Board member Blue inquired about why branch expenses were down from last year. Richards responded that there was a large expense in Wellston last year and some budget items were reclassified.

Richard Blue moved; Mark Fedder seconded to approve the June financial report. Vote: unanimous - yes. Approved.
Administrative, Leadership Team, and Branch Reports:

Administrative: Interim Director Cirone continued to work on weeding at the branches and coordinating outreach events with the Book Bike. She also instituted new ‘huddle’ meetings at the Main Branch to help foster communication with the staff.

Leadership Team: The library held 19 programs for summer reading. There will be a countywide reading program in October using the book “Killers of the Flower Moon”. Tech programs will be in the offering this fall, and the cloud printing server was recently updated.

Branch Reports: The branches are exploring outreach opportunities in their various communities to attract non-library users.

Committee Reports:

Facilities Committee: Met regarding panic buttons and the StructureTec building assessment. The Structure Tec report is expected in three weeks. The committee also discussed purchasing cubicle dividers for the library’s space at the Wagoner center.

Technology Committee: Schedule as needed.

Personnel Committee: Schedule as needed.

Policy Committee: Will meet 7/25/23.

Finance Committee: Schedule as needed.

Old Business:

An RFP proposing development of the 388 1st Street property was presented. Richard Blue expressed concern about a new building, given the issues that exist with the current structure, and suggested an expansion of our current facility instead. Julie Cirone suggested holding off on a decision about the RFP until the board receives the Structure Tec report.

New Business:


Updated board bylaws: The board bylaws were updated with the library’s new mission statement. Richard Blue also suggested adding term limits back into the bylaws. Mark Fedder motioned, Ralph Mortensen seconded. Vote: unanimous - yes. Approved.

Motion to trade in old van for $3200: Mark Fedder motioned, Richard Blue seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

Motion to transfer funds from Capital fund to General fund for new van: Ralph Mortensen motioned, Pam Evans seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.
**Motion to purchase and install panic buttons at all branches:** Pam Evans motioned, Ralph Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

**Motion to purchase a trailer to transport book bike:** Pam Evans motioned, Mark Fedder seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

**Motion to finish windows project at additional cost of $4636:** Mark Fedder motioned, Richard Blue seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

**Public Comment:** Richard Schmidt advised the board that the county will ultimately determine if a millage is passed, and urged the board to consider that when considering a building expansion.

**Director Search and Interim Director:** The contract with Bradbury Miller was reviewed by the library’s attorney, signed, and returned. Bradbury Miller’s retainer will be paid in the next billing cycle.

**Board Training:** Schedule as needed.

**Future Agenda Items:** Little Free Libraries, Manistee Main branch inspection, Acceptable Use policy

**Adjournment:** Pam Evans motioned to adjourn, Mark Fedder seconded. Adjourned meeting at 11:45 am.

Secretary: **Rebecca Barker, Business Manager**  
Date approved: 08/22/2023