Manistee County Library
Board of Trustees Minutes
June 27, 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 – Mark Fedder, Pam Evans, Richard Blue, and Ralph Mortensen. Board President Terry Bennett was absent with prior notice. Also present - Interim Director Julie Cirone, and Accountant Dave Richards, Richard Schmidt, and Scott Fraley.

Manistee County Library Board Regular Meeting.

Agenda: Pam Evans added an item for the board to purchase a gift for previous Director Debra Greenacre. Ralph Mortensen moved; Pam Evans seconded to approve the agenda as amended. Vote: unanimous - yes. Approved.

Minutes: Pam Evans moved; Ralph Mortensen seconded to approve the May 23, 2023 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: None.

Correspondence: Julie received a comment card complimenting us on our helpful staff, singling out Jessica in particular for her excellent service. The Manistee County Community Foundation also sent the library a check for $2920 to purchase Launchpads.

Financials: May Report- Dave Richards presented financial information.

Accounts payable are down. Penal fines are down $22,644.80 due to a slowdown in the court system. Budget has been adjusted to reflect that decrease. Interest income is up. Internet services show a credit from e-Rate reimbursement. Delinquent taxes have come in already. Utility costs are up. Wages are up because all vacant positions have been filled. Programs are down, but not all summer programs have commenced. Capital outlay is down due to the timing of various capital expenditures. Fees are down, as well as buildings and grounds. Branches are down, mostly due to unusual expenses in Wellston last year.

Board member Evans asked about extended use fees under the “overdue” line. Interim Director Cirone explained that while we no longer charge traditional overdue fines, we do charge fees for late returns of technology items like hotspots, due to high demand. Property tax income is all labeled as “current” on the budget until the funds actually come in. Richards mentioned that the library should transfer funds over from capital improvement for the new van purchase. Richard Blue moved; Ralph Mortensen seconded to approve the May financial report. Vote: unanimous - yes. Approved.
Administrative, Leadership Team, and Branch Reports:

Administrative: Interim Director Cirone visited all branches and attended meetings with the Executive Director, Business Manager, Accountant, Board Committee, and the director of the Mid-Michigan Library League. She spent a good deal of May learning the Executive Director’s job responsibilities, in addition to delegating and training staff on new responsibilities.

Leadership Team: Several classes of school children visited the Main branch, with Youth Services Coordinator Angie Fischer visiting Kennedy Elementary to talk about the Summer Reading Program. The branches are working on weeding in anticipation of the RFID project in August. Becca Brown is working on weeding our collections and made a webpage for the summer reading programs. Chrissy Streeter is exploring new outreach opportunities and helping with weeding as well. Nick Wallett installed new AWE learning computers in the children’s room and has been alternating delivery rotation with Becca.

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

Committee Reports:

Facilities Committee: Schedule as needed.

Technology Committee: Schedule as needed.

Personnel Committee: Schedule as needed.

Policy Committee: On hold until a new Director is hired.

Finance Committee: Discussed the millage and budget adjustments.

Old Business:

Motion to demolish the property at 388 1st Street: Pam Evans motioned, Ralph Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

Motion to accept bid of $16,000 from Swidorski Brothers to perform demolition: Richard Blue motioned, Pam Evans seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

Director Search bid from Bradbury Miller: Pam Evans motioned, Ralph Mortensen seconded that the Board accept the bid at a cost not to exceed $26,000. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.

Additional $5 per hour compensation for Julie Cirone: Richard Blue motioned, Pamela Evans seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Fedder- Yes. Approved.
New Business:

**Motion to Levy Full Millage:** Ralph Mortensen motioned, Pam Evans seconded. Roll Call Vote: Evans-Yes. Blue-Yes. Mortensen-Yes; Fedder-Yes. Approved.

**Motion to approve purchase of new van:** Richard Blue motioned, Pam Evans seconded. Roll Call Vote: Evans-Yes. Blue-Yes. Mortensen-Yes; Fedder-Yes. Approved.

**Motion to approve tentative 2023-2024 budget:** Richard Blue motioned, Ralph Mortensen seconded. Roll Call Vote: Evans-Yes. Blue-Yes. Mortensen-Yes; Fedder-Yes. Approved.

**Motion to open all branches by 12:00 pm on Friday, August 11 for active shooter training:** Pam Evans motioned, Ralph Mortensen seconded. Roll Call Vote: Evans-Yes. Blue-Yes. Mortensen-Yes; Fedder-Yes. Approved.

**Director Search and Interim Director:** Ralph Mortensen was appointed chair of the search committee, with Julie Cirone as the staff point of contact between the Library and Bradbury Miller.

**Board Training:** Schedule as needed.

**Future Agenda Items:** Budget adjustments, trading in the library’s old van.

**Adjournment:** Richard Blue motioned to adjourn, Ralph Mortensen seconded. Adjourned meeting at 11:08 a.m.

Secretary: **Rebecca Barker, Business Manager**

Date approved: **July 25, 2023**