Manistee County Library
Board of Trustees Minutes
March 21, 2023
11:00am
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 11:00am

Pledge

Roll Call: Board members present – Mark Fedder, Pam Evans, Richard Blue, Terry Bennett and Ralph Mortensen. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, and Business Manager Rebecca Barker, County Commissioner Richard Schmidt, Accountant Dave Richards. Three members of the Friends of the library were also in attendance.

Manistee County Library Board Regular Meeting.

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

Minutes: Evans moved; Blue seconded to approve the February 28, 2023 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: Margaret Cooley inquired if the library board has considered selling the Book House to someone that will move it rather than demolishing it.

Correspondence: The Library has received three notes of praise. A patron wrote that she likes the friendliness of the staff. Another patron gave us a donation and thanked us for our dedication to the public. Another patron only comes in during tax time; she was very impressed by the changes to the main floor and walked around the entire library so she wouldn’t miss anything new. She described the library as light, airy, and compact.

Financials: February Report- Dave Richards presented financial information. Penal fines are running lower than last year. Accounts payable is average. Statement of income for the first 5 months of this year to that of last year reflect a $19,000 decrease of penal fines. Property tax is slower but this is a timing issue. Personnel costs are up due to added positions. Program spending is down compared to last year. AV material spending is also decreased, however these are not ordered equally throughout the year. Fees and services are also down from last year. Buildings and grounds expenses are down; this is due to a decreased use of snowplowing and salting. Interest rates are up, so the library is getting a better return on its investments. Schmidt asked if there is a slowdown on the courthouse that he could assist with in the county commissioners meeting.
Blue moved; Mortensen seconded to approve February financial reports as submitted. Vote: unanimous - yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. The audit is now complete. We are back to hiring for an Information Services Specialist as our new hire had to decline her job offer due to lack of childcare.

**Committee Reports:**
- Technology Committee: Did not meet
- Personnel Committee: Did not meet.
- Facilities Committee: Met March 9, 2023 to discuss the main building and elevator.
- Policy Committee: Met Feb 28, 2023 regarding dress code and safety policies.
- Finance Committee: Did not meet.

**Old Business:**
**Book House Update:** Bennett presented info regarding the meeting at the county courthouse regarding the demolition of the property. Mortensen and Evans expressed safety concerns regarding the house. Greenacre also addressed the need for volunteer waivers. The board discussed demolishing the Book House in Fall of 2023.

**New Business:**
**Motion to approve Dress and ILL Policies:** Greenacre and Evans presented information regarding dress code policy. Greenacre presented background and information on our MelCat and OCLC policies and proposal. We do not charge patrons for other services so this is consistent with our efforts to remove barriers for patrons. Blue commented that OCLC is an infrequently used service for requesting esoteric items.

Mortensen motioned; Evans seconded to approve the revised dress policy as submitted. Vote: unanimous - yes. Approved.

Blue motioned; Fedder seconded to approve the revised MelCat and OCLC policy as presented. Vote: unanimous - yes. Approved.

**Motion to approve HVAC improvement:** Bennett presented information on the HVAC air exchange design and an update to correct the problem. Blue motioned, Evans seconded to approve an HVAC update in the amount of $1,500. Roll Call Vote: Evans- Yes; Blue- Yes; Mortensen- Yes; Bennett-Yes; Fedder- Yes. Approved.

**Motion to approve tentative Branch summer hours:** Director Greenacre presented information regarding branch summer hours for June, July and August. The branch summer hours will coincide with area festivals and management will take turns “on call” for Saturday coverage in Manistee. Mortensen
motioned; Evans seconded to approve the tentative branch summer hours. Vote: unanimous - yes. Approved.

**Trustee Comment:** We will be covering the Millage and Selma in the next month.

Adjournment: Chair adjourned the meeting at 12:28am

Secretary: Julie Cirone, Assistant Director Date approved: 4/25/2023