Manistee County Library
Board of Trustees Minutes
May 23, 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, Terry Bennett and Ralph Mortensen. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, and Accountant Dave Richards, members of the Friends of the Library, Jeff Dontz, Richard Schmidt, and Scott Fraley.

Manistee County Library Board Regular Meeting.

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

Minutes: Mark Fedder moved; Ralph Mortensen seconded to approve the April 25, 2023 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: Marian Jarvinen and Margaret Cooley, members of the Friends of the Library, expressed concern regarding the future of the Bookhouse. Joyce Valentine suggested that the needs of the community should be of paramount importance. Jeff Dontz expressed that the focus should be on the future good of the library.

Correspondence: None.

Financials: April Report- Dave Richards presented financial information.

Accounts payable total $33,000 at the end of April.

Transfer requests: voucher will be transferred to the county as required.

Statement of income: Court income is down $19,000 and budget adjustments have been implemented. Tax income is short $29,000. Delinquent taxes are not assessed yet, but they will be as they come in. Personnel costs are up from last year because there are positions that are now filled. Program costs are down, but that is a timing issue. Fees and services are down from the prior year.

Supplies are similar to last year. Utilities costs are up because prices have increased with inflation. Expenditures are down approximately $30,000 versus last year. Property tax revenue is down year to date from last year, but this is a timing issue. Payment in lieu of taxes is higher than projected but this was a conservative estimate. Overall, the library is in a good financial position. Some of the expenditures are once a year expenditures, so these are also timing issues. Books and A/V materials are down from
last year. Buildings and grounds are at 50% of budget. Branch expenditures are down, mainly due to several large Wellston expenses from last year. Miscellaneous expenses are up, designated gifts are up. Mortensen inquired about budget adjustments. Richards responded that budget adjustments are made at the 6 month period.

Evans moved; Richard Blue seconded to approve financial reports as submitted. Vote: unanimous - yes. Approved.

**Administrative, Leadership Team, and Branch Reports:**

**Administrative:** Director Debra Greenacre’s last day with Manistee County library will be Jun 2, 2023. The library’s website will be redesigned by Traverse City Web Design beginning in June 2023.

**Leadership Team:** The library will be closed on May 25th for an all-day staff training. Assistant Director Cirone updated the board on the imminent summer reading programs for both children and adults countywide, and the ongoing collaborative training assigned to the staff.

**Branch Reports:** All branches are readying themselves for summer reading.

**Committee Reports:**
Technology Committee: Schedule as needed.
Personnel Committee: Met on May 5 to discuss executive search.
Facilities Committee: Met on May 11 to discuss the StructureTec building envelope evaluation that was conducted.
Policy Committee: On hold until a new Director is hired.
Finance Committee: Thursday, June 1 at 1:00 p.m.

**Old Business:**
**Book House Update:** Board voted on whether or not to recommend demolition of the Bookhouse to Manistee County, with the final decision left up to the County. Evans motioned to approve, seconded by Ralph Mortensen. Roll Call Vote: Evans- Yes. Blue- Abstain. Mortensen- Yes; Bennett-Yes; Fedder- Yes.

**Main Floor Project Update:** Window replacements in the tech room will commence Tuesday, May 30, with the work performed by Northern Michigan Glass.

**New Business:**
**Motion to approve payouts for Helen Grabowski and Carol Shively:** Blue motioned, Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Bennett -Yes; Fedder- Yes. Approved.

**Building Assessment from StructureTec:** The report from StructureTec’s building envelope evaluation was presented to the board in the month’s board packet. StructureTec found issues with water seepage into the main library’s basement and the interior walls. Terry Bennett recommended that the board approve additional evaluations to further understand the structural issues with the building, not to exceed $20,000. Ralph Mortenson moved, Pamela Evans seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Bennett -Yes; Fedder- Yes. Approved.
**Materials Selection Policy Revision:** Richard Blue motioned to approve the new Materials Selection Policy as submitted. Mark Fedder seconded.

**Director Search and Interim Director:** Ralph Mortensen recommended that the Personnel Committee speak to two consulting firms (Bradbury Miller: fee $26,000 and Mortimer Consulting: fee $19,500) to conduct a search for a new Executive Director, and select one to move forward with the search. Terry Bennett motioned, Mark Fedder seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes; Bennett- Yes; Fedder- Yes. Approved.

Terry Bennett moved that Assistant Director Julie Cirone be appointed as Interim Director until a new Executive Director is hired. Mark Fedder seconded the motion.

**Board Training:** Director Greenacre handed out a training packet on the trustee role.

**Future Agenda Items:** Library budget.

**Adjournment:** Pamela Evans motioned to adjourn, seconded by Mark Fedder. Chair adjourned the meeting at 12:11 p.m.

Secretary: [Julie Cirone, Assistant Director]  
Date approved: 6/27/2023