Manistee County Library Board of Trustees Minutes
September 26, 2023
1:00 pm
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 1:00 pm

Pledge

Roll Call: Board members present – Terry Bennett, Pam Evans, Richard Blue, and Ralph Mortensen. Mark Fedder was absent with prior notice. Also present - Interim Director Julie Cirone, Business Manager Rebecca Barker, Dave Richards, Library Systems Coordinator Becca Brown, and Richard Schmidt. Public attendance was Julie Jacobs and Tom Quinn.

Manistee County Library Board Regular Meeting.

Agenda: Ralph Mortensen motioned, Pam Evans seconded to approve the agenda as presented. Vote: unanimous - yes. Approved.

Minutes: Pam Evans motioned, Ralph Mortensen seconded to approve the minutes from the August 22 regular meeting. Vote: unanimous - yes. Approved.

Public Comment: Julie Jacobs let the board know that she would like to help the library in any way possible.

Correspondence: The Library of Michigan reposted one of our social media posts to share with the entire state. We received a complimentary letter and donation from Bob Downs. The library’s Audubon bird book was featured in the Fall 2023 issue of Lakestyle magazine. The library also received an anonymous note of complaint regarding the hold music on our phone system.

Financials: August reports were submitted by Richards and MacDougall. Penal fines are down substantially. Tax income is up because assessed values went up in our area. Personnel costs are up since more positions are filled. Pension/MERS funds have not transferred from the county yet. Utility costs are up, branch expenses are down, and capital outlay is about the same as last year. Collections expenses are down from last year.

Dick Blue motioned to accept the financial reports as submitted, with Ralph Mortensen seconding. Vote: unanimous - yes. Approved.

Dave Richards also presented budget adjustments for the end of the fiscal year, allowing for the reduced penal fines. Pam Evans motioned to approve the adjustments as presented, Ralph Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Bennett - Yes. Approved.
Dave Richards recommended that the library transfer $600,000 from the Huntington Bank account to the Capital Improvement account. Dick Blue motioned to approve the transfer, Ralph Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Bennett - Yes. Approved.

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

**Administrative:** Interim Director Cirone shared that she and the Leadership Team recently completed an application for the Michigan Community Center grant. If awarded, the grant funds would be used for library expansion. Interim Director Cirone and Board President Bennett successfully petitioned the Norman Township for security cameras at the Wellston branch. Cirone also attended the Manistee County Commissioners meeting in August to ask for the library’s full millage, and appeared on a podcast at West Shore Community College about sparking teen interest in libraries. She also spoke about thoughtful collection development at the senior center and providing movie license training for the branch managers so they can hold movie nights at their locations.

Business Manager Barker spoke briefly about changes the library is making to better streamline our administrative processes, such as switching to web-based time clock and accounting softwares.

**Public Hearing:** At 1:55, Pam Evans motioned that the board close the regular meeting to discuss the 2023-2024 FY budget, with Ralph Mortensen seconding. Vote: unanimous - yes. Approved.

Ralph Mortensen motioned that the board open the budget hearing, with Richard Blue seconding. Vote: unanimous - yes. Approved. There was no public comment. Richard Blue motioned to close the public hearing, with Pamela Evans seconding. Vote: unanimous - yes. Approved.

**Motion to approve the 2023-2024 FY budget:** Richard Blue motioned, with Pam Evans seconding. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Bennett - Yes. Approved.

**Leadership Team:** Angie, Becca, and Chrissy are busy with the RFID conversion project. Angie hosted three programs in August. Becca was responsible for coordinating with Envisionware to implement the RFID project. Chrissy has also been working with Becky in Kaleva to delete older duplicate titles in preparation of the RFD transition for Adult Fiction. Eight people attended her 2-hour tech help session at the Wagoner Community Center. She also had 8 people attend a new technology workshop on online shopping best practices. She is noticing that more seniors are needing assistance with advanced technology help (pairing bluetooth speakers, using a smart watch). Nick worked on maintenance on the servers, patron computers, and workstations, and oversaw the completion of the Panic Button Project in Wellston, Kaleva, Bear Lake, and Arcadia.

**Branch Reports:** Branch managers are brainstorming ideas to assist with the millage next year, including getting testimonials from library patrons to use in a marketing campaign.

**Committee Reports:**

**Facilities Committee:** Schedule as needed.

**Technology Committee:** Schedule as needed.
Personnel Committee: Schedule as needed.

Policy Committee: Schedule as needed.

Finance Committee: Met September 18, 2023 to discuss the 5% pay raise for library employees and the upcoming audit.

Old Business:

Motion to approve Structure Tec bid for repairs not to exceed $375,000: Richard Blue motioned that we approve the bid from Structure Tec, provided that the board will determine whether or not it is legally required to obtain more bids. Ralph Mortensen seconded the motion. Roll Call Vote: Evans - Yes. Blue - Yes. Mortensen - Yes. Bennett - Yes. Approved.

New Business:

Motion to approve additional 5% raises for all staff, union and non-union: All staff will be receiving a 2% raise in the next fiscal year, with the Manistee County Library board granting an additional 5% raise, effective October 1, 2023.

Pam Evans motioned to approve the additional 5%. Ralph Mortensen seconded the motion. Roll Call Vote: Evans - Yes. Blue - Yes. Mortensen - Yes. Bennett - Yes. Approved.

Motion to approve installation of Narcan boxes at Arcadia, Kaleva, Onekama, and Manistee locations: Pam Evans motioned, Ralph Mortensen seconded. Vote: unanimous - yes. Approved.

Motion to approve seeking bids for auditing services: Richard Blue motioned, Ralph Mortensen seconded. Vote: unanimous - yes. Approved.

RFID Demonstration: Becca Brown presented a demonstration of the RFID conversion process to the board.

Website Demonstration: Becca Brown and Julie Cirone presented a demo of the new library website that is currently being built by Traverse City Web Design.

Public Comment: None.

Director Search and Interim Director: Ralph Mortensen stated that Bradbury Miller will have a list of candidates for the board to review in October.

Board Training: Interim Director Cirone presented materials related to the upcoming millage.

Future Agenda Items: Selma lockers, financial policy, library yard sale, Little Free Libraries.

Adjournment: Richard Blue motioned to adjourn, with Ralph Mortensen seconding. Vote: unanimous - yes. Approved. Meeting adjourned at 3:30 pm.

Secretary: Rebecca Barker, Business Manager

Date approved: October 24, 2023