Manistee County Library
Board of Trustees Minutes
Jan 3, 2023
9:35am
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 9:35am

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, Commissioner Richard Schmidt and Accountant Dave Richards.

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

Minutes: Fedder moved; Evans seconded to approve the November 22, 2022 regular meeting minutes as submitted. Vote: unanimous - yes. Approved.

Public Comment: None

Correspondence: The Library has received information regarding an estate bequest.

Financials: Dave Richards presented financial information.

September: Accounts payable was $43,000. Accrued salaries were adjusted. Total equity has been brought to $845,000. The new revenue stream from taxes will start in the next calendar year. Wages and health insurances are higher than previously, however this is a timing difference. Mortensen inquired what is penal fine funding for the library. Richards responded that this is funding provided to the library based on court fees. Personnel costs are up. This is due to the economy. Total collections costs are elevated. Major projects were completed this year. Parking lot maintenance was also able to be completed.

October: Subscriptions for the year are reflected in October. These are yearly fees that do not appear each month so the allotment for subscriptions is skewed in an anticipated way. Utilities are similar to last year. Greenacre inquired when to move the money from the roof line for the van. Richards responded that funds can be moved if desired.

November: As discussed at the last meeting in November, month-to-month cash reports were removed from the report. Service fees are down, as are buildings and grounds costs. Budget versus actual are looking good at the start of the new fiscal year. We will monitor this to make sure the needs of the library are being met.
Mortensen moved; Fedder seconded to approve October, November, and December financial reports as submitted. Vote: unanimous - yes. Approved.

Administrative Report: Director Greenacre presented information regarding daily function and upcoming events. The union contract was signed. We are working on the RFID project and are waiting for a start date. We received $6,500 in reimbursement for a grant we were awarded during the pandemic. The Kaleva Branch Service Specialist is leaving the library to be closer to her family downstate. We have an internal candidate that will be taking the position.

Committee Reports:
Technology Committee: Did not meet.
Personnel Committee: Did not meet.
Facilities Committee: Did not meet.
Policy Committee: Met November 22, 2022: Collaborated on safety policy. Specifically, we are working on suspicious person and sprinkler evaluation. We are also looking into automatic locks. Blue recommended that library protocol calls for gas mitigation rather than water due to books.
Finance Committee: Did not meet.

Old Business:
None

New Business:
Motion to approve RFP for Website: Director Greenacre presented updates about the RFP for the website. Evans moved; Blue seconded to approve the RFP with the staff’s ability to amend as necessary in response to emerging needs. Vote: unanimous - yes. Approved.

Trustee Comment: Informational items

Adjournment: Chair adjourned the meeting at 10:45am

Secretary: Julie Cirone, Assistant Director Date approved: January 24, 2023