Manistee County Library
Board of Trustees Minutes
November 28, 2023
9:45 am
MCL Meeting Room

Manistee County Library Board Meeting

Call to Order: Meeting was called to order at 9:45 am.

Pledge

Roll Call: Board members present – Pam Evans, Richard Blue, Mark Fedder, Raini Gilmore, and Ralph Mortensen. Also present were Dave Richards of Richards & McDougall, Interim Director Julie Cirone, and Business Manager Rebecca Barker.

Manistee County Library Board Regular Meeting.

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

Minutes: Pam Evans motioned, Richard Blue seconded to approve the agenda. Vote: unanimous - Yes. Approved.

Public Comment: None. The board observed a brief moment of silence in memory of Terry Bennett.

Correspondence: The library received a thank you note from the family of a patron who recently passed away. They thanked the ‘library ladies’ for always being kind and helpful to their loved one. The board also received a floral arrangement and card from Bradbury Miller upon the death of Terry Bennett.

Manistee County Library was listed as a place of note to visit on a Michigan travel Facebook page.

Financials: Dave Richards presented financial information. Year end financial statements are not finalized until the auditor reviews them.

Revenue is down compared to last year, but Richards states that larger property tax revenue checks will begin to arrive from January to March. There was a mathematical formula error of $200 in the budget, which will be corrected via budget amendment. Interest income is higher than last year.

Richards and McDougall are preparing for our upcoming audit in January with UHY, and expect a preliminary report from them as early as the end of January.

Administrative, Leadership Team, and Branch Reports: Julie Cirone attended a meeting of our local Banned Book Club, and spoke about book bans and the library’s materials selection policy. The talk was well received by club members.
The library sold off all furniture and fixtures in the Bookhouse that were of interest to the community. Cirone provided training for all library staff regarding dealing with patrons experiencing homelessness. Cirone spoke about the little free libraries that the library has purchased and is in the process of installing throughout the county, which have been well received so far. Cirone and Barker are also working on new policies, and coordinating AED and CPR training for the staff after the new year.

Committee Reports:

Facilities Committee: Cirone and Fedder spoke about the HVAC system in the library and the recent elevator servicing in the building.

Technology Committee: November 30th at 1 pm.

Personnel Committee: Schedule as needed.

Policy Committee: Schedule as needed.

Finance Committee: Schedule as needed.

Old Business:

Motion to approve asbestos abatement at 388 1st Street in the amount of $5500: Richard Blue motioned, Mark Fedder seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

New Business:

Motion to approve the Library Board providing ALA membership for the future Library Director (cost to be determined by Director's educational level): Richard Blue motioned, Mark Fedder seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Motion to renew library's Insight security software subscription at a cost of $3774.34: Pam Evans motioned, Richard Blue seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Motion to approve purchase of Story Walk post frames using Selma Johnson funds at a cost of $5500: Ralph Mortensen motioned, Pam Evans seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Motion to approve extended rental of RFID carts to complete RFID project at a cost of $2400: Richard Blue motioned, Ralph Mortensen seconded. Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Public Comment: None.

Director Search: Final interviews will take place at the library on Thursday, December 14th. The public is invited and encouraged to attend. Exact times will be announced publicly when Bradbury Miller provides them.
**Bookhouse:** Utilities are turned off; electrical wiring has not yet been pulled. The building will need to undergo asbestos remediation near the pipes and ceilings in order to finalize demolition, which is in process.

**Board Training:** Interim Director Cirone presented information about the future of AI in libraries.

**Future Agenda Items:** Pest procedure, 3D/poster printer policy, first aid training/in-service.

**Adjournment:** Mark Fedder motioned to adjourn; Pam Evans seconded. Vote: unanimous - Yes. Approved. Meeting adjourned at 11:06 a.m.

Secretary: Rebecca Barker, Business Manager  
Date approved: December 12, 2023