Manistee County Library
Board of Trustees Minutes
January 30, 2024
9:45 am
MCL Meeting Room

Manistee County Library Board Organizational Meeting

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

II. Pledge

III. Roll Call: Board members present – Mark Fedder, Pam Evans, Richard Blue, Raini Gilmore, and Ralph Mortensen. Also present - Director Julie Cirone, Business Manager Rebecca Barker, Commissioner Richard Schmidt and Accountant Dave Richards.

IV. Election of Officers-2024:

Fedder nominated Blue for Treasurer, Evans seconded. No other nominations. Vote: unanimous. Richard Blue is Treasurer of the Board.

Blue nominated Evans for Secretary, Mortensen seconded. No other nominations. Vote: unanimous. Pam Evans is Secretary of the Board.

Mortensen nominated Fedder for Vice President, Evans seconded. No other nominations. Vote: unanimous. Mark Fedder is Vice President of the Board.

Fedder nominated Mortensen for President, Gilmore seconded. No other nominations. Vote: unanimous. Ralph Mortensen is President of the Board.

V. Set MCL Board meeting dates/times for 2024. Fedder motioned to approve the 2024 board meeting schedule with altered dates for the February, March, and April meetings. Mortensen seconded. Vote: unanimous - yes. Approved.

VI. Library Committee Appointments:

Facilities: Gilmore and Fedder.

Personnel: Fedder and Evans.

Finance: Blue and Mortensen.

Technology/Marketing: Gilmore and Mortensen.

Policy: Blue and Evans.
Manistee County Library Board Regular Meeting.

Agenda: Fedder motioned to approve the agenda. Mortensen seconded. Vote: unanimous - yes. Approved.

Minutes: Not included; board will vote to approve December and January’s minutes at the February meeting.

Public Comment: None.

Meet the Staff: Information Services Specialist Layla Wallis introduced herself to the board.

Correspondence: The library received a comment card from a six-year-old patron who enjoys our “free books that are good”.

Financials: Dave Richards presented financial information. There were reclassifications with the audit firm which necessitated changing September’s financials slightly. The audit report is expected in mid-to-late February. Richards recommended a transfer of Selma Johnson funds. Tax income is down at this time of year due to the timing of winter tax bills. Collections expenses are up, capital outlay is roughly the same as last year. Operating, branch, utility, and personnel costs are all down from last year. Mortensen asked if Kaleva’s utility bill is typical cost-wise, Richards responded yes. Treasurer Blue asked about the expenditures total being higher than usual, Richards stated it was due to the executive director search. Treasurer Blue suggested adding a line item for ‘Library of Things’ on future budgets.

Blue motioned to accept the financials as presented, Evans seconded. Vote: unanimous - yes. Approved.

Administrative, Leadership Team, and Branch Reports:

Administrative: Director Cirone and the leadership team completed State Aid the second week of January. She met with the Little River Band of Ottawa Indians to discuss collaboration with the library, which will include technological assistance to help the tribe record stories and history from their elders. The LRBOI extended invitations to their round dance in February and pow wow in July. Cirone was also asked to join the board of the Manistee County United Way, and attended a Chamber of Commerce after-hours event with Business Manager Barker on January 25th.

Leadership:

Becca: The board was presented with an annual report, put together by Becca Brown, encompassing all the library’s accomplishments for the prior calendar year. Becca also put together yearly reports for each branch, assisted with a large portion of State Aid, and continues to work on our RFID project, which is nearing completion.

Chrissy: In light of patron requests, adult book clubs were re-established at Manistee Main Library. Afternoon sessions are the most well-attended and most frequented by those at retirement-age. Chrissy has also been holding a monthly watercolor workshop for adults which, has been filling at approximately 12 in attendance at each session. Chrissy is developing some collaboration with Kimberly Hinmon at the
tribe, who will be holding beading workshops this spring. Trophies Cafe in downtown Manistee has agreed to host some of our afternoon book clubs as well as a poetry reading in April for poetry month. We also are working on plans to hold an adult Lego night at the North Channel Brewing Company in March as well as a seed swap with the Manistee Conservation District in April.

Nick: Nick has been upgrading our security system and coordinating with our electrician to install new outlets for our family workstation and perform updates at the branches.

Angie: Angie has been visiting MCC for storytime every other Thursday morning. She is working on upcoming programs like Take Your Child to the Library Day, D&D Figurine Painting, and coordinating with Chrissy for the activities over Frostbite Weekend.

Branch Reports: Yearly reports for each branch were presented showing the number of visits, checkouts, and attendance at special events.

Committee Reports:

Facilities Committee: Mark Fedder and Julie Cirone met with Structure Tec on January 9th to finalize the details of the contract for library building remediation, such as adequate insurance coverage and a contingency allowance.

Technology Committee: Schedule as needed.

Personnel Committee: Schedule as needed.

Policy Committee: Schedule as needed.

Finance Committee: Schedule as needed.

Old Business: The book house was demolished on Monday, January 22nd, 2024.

New Business:

Motion to approve the addition of a 10% contingency allowance to the contract with Structure Tec: Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Gilmore- Yes. Fedder- Yes. Approved.

Motion to approve RFID cart rental extension for one month at a cost not to exceed $1200: Roll Call Vote: Evans- Yes. Blue- Yes. Mortensen- Yes. Gilmore- Yes. Fedder- Yes. Approved.

Motion to approve engagement letter from Richards and McDougall accounting firm: Blue motioned, Fedder seconded. Vote: unanimous - yes. Approved.

Public Comment: None.

Board Training: None.

Future Agenda Items: Millage, financial policy, upcoming partnerships.
Adjournment: Blue motioned to adjourn, Mortensen seconded. Vote: unanimous - yes. Approved. Meeting adjourned at 11:55 a.m.

Secretary: Rebecca Barker, Business Manager         Date approved: February 13, 2024