Manistee County Library
Board of Trustees Minutes
March 12, 2024
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 Executive Director Julie Cirone, Business Manager Rebecca Barker and Dave Richards of Richards and MacDougall Accounting. Public attendance was Information Services Specialist Kim Jankowiak and Richard Schmidt.

Manistee County Library Board Regular Meeting.

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

Minutes: Approved.

Public Comment: None.

Meet the Staff: The board was introduced to Information Services Specialist Kim Jankowiak.

Correspondence: Julie received complimentary cards from Sarah Howard and Curt Vanderwall. The library received complimentary notes about the Breakfast with Bluey event we held in February and about Heather Konen’s “terrific” service at the Onekama branch. The library also received correspondence inquiring about selling our branded sweatshirts and tote bags to the public. The library also received a writeup about a children’s cooking program in the Wellston paper.

Financials: Dave Richards presented financial information for January. Property taxes came in in February. Penal fines are ahead of last year. Other income is comparable to last year at this time. Net income is up from last year. Other operating expenditures are higher due to director search. Personnel costs are down due to not being fully staffed. A/V materials and book costs are slightly down from last year, library operating supply costs are slightly up. Utility costs are slightly higher due to overall inflation. The library has earned $18000 in interest. Dave Richards also spoke about the preliminary audit report from UHY, which was clean and showed no major issues. The auditor suggested having Manistee County break out retirement funds for library employees to make next years’ audit more efficient.
Administrative, Leadership Team, and Branch Reports:

Administrative: Julie Cirone’s meet and greets (“Donuts with the Director”) were well received across the county. She coordinated with the Friends of the Library to host Book Bingo at the main branch, and presented information about our upcoming Story Park to the Manistee Downtown Historic Commission. She attended meetings at the Ludington library and with the Mid Michigan Library League, along with a Post Pandemic Librarianship meeting in conjunction with the Library of Michigan and the University of Michigan. She also solicited letters of support for the Story Park from PFLAG and the Council on Aging.

Rebecca Barker presented information about the library’s therapy pets’ trip to Maple Ridge Manor, and about the library receiving a $500 grant for the Story Park project from Spartan Nash.

Committee Reports:

Facilities Committee: Schedule as needed.

Technology Committee: Schedule as needed.

Personnel Committee: Schedule as needed.

Policy Committee: Schedule as needed.

Finance Committee: Meeting March 14 to discuss the draft audit.

Old Business: The board discussed the upcoming Story Park. The library is still soliciting bids for concrete and irrigation. Julie Cirone presented information for the board to take to township and village meetings to talk about the upcoming millage. The library is waiting on the plat of survey from the Spicer Group for the upcoming building remediation from Structure Tec.

New Business:

Motion to approve moving $1500 in the library budget from Large Print to Adult Books: Mark Fedder motioned, Richard Blue seconded. Roll Call Vote: Gilmore - Yes. Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Motion to approve updated Materials Selection Policy with the library’s new mission statement: Mark Fedder motioned, Ralph Mortensen seconded. Roll Call Vote: Gilmore - Yes. Evans- Yes. Blue- Yes. Mortensen- Yes. Fedder- Yes. Approved.

Public Comment: None.

Board Training: Executive Director Cirone presented information about the World Library Association and information about town meeting schedules ahead of upcoming millage.

Future Agenda Items: Quotes for Story Park; ADA-accessible lawn and sidewalk options.

Adjournment: Mark Fedder motioned, Pam Evans seconded to adjourn. Vote: unanimous - Yes. Adjourned at 11:15 am.