



MANISTEE COUNTY LIBRARY
95 MAPLE STREET, MANISTEE MI 49660
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Manistee County Library Board of Trustees - Meeting Minutes
Manistee County Library, 95 Maple Street - April 17th, 2025

Board Present: Pam Evans, Lynn Williams, Ralph Mortensen, Raini Gilmore, and Mark Fedder.

Board Absent: None.

Others Present: Marian Jarvinen from the Manistee County Friends of the Library, Richard Schmidt, staff member Becky Polzin, Assistant Director Christina Streeter, Executive Director Julie Herringa, and Business Manager Rebecca Barker.

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

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

Motion: Minutes were mistakenly omitted from the board packet.

Public Comment: Marian Jarvinen complimented the board on the building renovations and expressed her excitement about the upcoming 120th birthday celebration for the library. The Friends of the Library will be holding their annual book sale on August 16th, and Marian requested volunteers to help move books. She also expressed a personal interest in helping with the gardening and landscaping in the new Story Park.

Meet the Staff: Becky Polzin, of the Kaleva Branch, introduced herself to the board.

Correspondence: The library was approved for an additional credit card from West Shore Bank. Julie Herringa also received her level 2 certification from the Library of Michigan.

Financial Report: Dave Richards was absent.

Director's Report: Director Herringa attended meetings with Ralph Mortensen, the County Ways and Means committee, and Marian Jarvinen. The Friends of the Library gave \$7000 to the summer reading program for 2025. The library also received a \$1000 grant from the Mid Michigan Library League. Director Herringa received an inquiry from a past patron who was interested in leaving the library part of her

estate, specifically for the upkeep of the Carnegie building. Director Herringa also gave interviews to the Manistee News Advocate and the Benzie Patriot regarding the defunding of IMLS.

Committee Reports

- **Facilities Committee:** Schedule as needed.
- **Finance Committee:** Schedule as needed.
- **Personnel Committee:** Met regarding Director Herringa's contract.
- **Policy Committee:** Schedule as needed.
- **Technology Committee:** Schedule as needed.

Old Business

The plaster restoration project has been completed.

The new union contract has been signed.

New Business

The Friends of the Library are actively looking for new members. Pleasanton Valley Greenhouses is helping raise funds for the Friends.

-Quote for a replacement shelving unit from Library Design Associates in an amount not to exceed \$6495.

Motion: Evans moved to approve the quote as presented.

Support: Supported by Gilmore .

Result: Roll call- all yes. Approved.

-Quote for a replacement water fountain for the Bear Lake branch, not to exceed \$2146.

Motion: Fedder moved to approve the quote as presented.

Support: Supported by Mortensen.

Result: Roll call- all yes. Approved.

-New non-union PTO policy from Manistee County.

Motion: Gilmore moved to approve the policy as presented.

Support: Supported by Evans .

Result: All yes. Approved.

-Quote for HVAC reconfiguration from Temperature Control to stop cold induced shutdowns, not to exceed \$5650.

Motion: Evans moved to approve the quote as presented.

Support: Supported by Fedder.

Result: Roll call- all yes. Approved.

-Quote for a replacement AC unit from Hopwoods for the Onekama branch, in an amount not to exceed \$17000.

Motion: Mortensen moved to approve the quote as presented.

Support: Supported by Williams .

Result: Roll call- all yes. Approved.

-Quote from Lakeshore Property Solutions for power washing and restaining gazebos at Bear Lake, Arcadia, and Kaleva in an amount not to exceed \$3200.

Motion: Evans moved to approve the quote as presented.

Support: Supported by Gilmore .

Result: Roll call- all yes. Approved.

Public Comment: None.

Board Training: N/A

Future Agenda Items: Updated Executive Director contract, open meeting May 7th at 1 pm for a garden committee for the Story Park.

Adjournment

Motion: Fedder motioned to adjourn the meeting.

Support: Supported by Evans .

Result: Approved. Meeting adjourned at 10:42 a.m.

A handwritten signature in black ink that reads "Rebecca Barker". The script is cursive and fluid, with the first letter of each word being capitalized and larger than the others.

Recording Secretary: Rebecca Barker, Business Manager

Approved on: May 27, 2025