



MANISTEE COUNTY LIBRARY  
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## Manistee County Library Board of Trustees - Meeting Minutes Manistee County Library, 95 Maple Street - July 22 2025

**Board Present:** Pam Evans, Ralph Mortensen, Raini Gilmore, Mark Fedder. Lynn Williams was absent with prior notice.

**Board Absent:** None.

**Others Present:** Executive Director Julie Herringa, Assistant Director Chrissy Streeter, Business Manager Rebecca Barker, County Commissioner Richard Schmidt.

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

**Pledge of Allegiance**

### Consent Agenda - Agenda and Minutes

**Motion:** Pam moved to approve the consent agenda and minutes as presented.

**Support:** Supported by Mark.

**Result:** Approved.

**Public Comment:** None.

**Meet the Staff:** Next month.

**Correspondence:** The library received a nice picture drawn by a young patron, and another from a patron who expressed interest in the library having a table that seats 25. The library also received a complimentary card for Dave Gillespie and the tech assistance he provided. The Carnegie Foundation reached out to Director Herringa via e-mail inviting the library to fill out a survey as a Carnegie building which still functions as a library. This could afford the library future funding opportunities.

**Financial Report:** Dave Richards was absent and will go over June financials in August.

**Director's Report:** Director Herringa attended the Forest Festival Family day on July 4th weekend. She responded to a patron safety incident in Wellston and met with Normal Township regarding security upgrades for the branch. She met with an electrician regarding running power to the Story Park, and is in

the process of coordinating training on difficult topics such as homelessness and de-escalation for staff members. Director Herringa was also selected for the Leadership Program led by the Manistee County Community Foundation and the Rotary of Traverse City.

### **Committee Reports**

- **Facilities Committee:** Schedule as needed.
- **Finance Committee:** Met July 2nd to discuss the 2025-2026 budget.
- **Personnel Committee:** Schedule as needed.
- **Policy Committee:** Met July 22 to discuss updated dress code policy.
- **Technology Committee:** Schedule as needed.

### **Old Business**

The budget hearing for the 2025-2026 budget will be held July 31st at 1:00 pm at Manistee County to request the library's full millage.

Director Herringa's updated executive director contract has been reviewed by the personnel committee. The contract now includes a clause about compensation if she is terminated for not removing books from the library. Pam suggested that the library's attorney alter the word 'books' to 'materials'.

-Motion to approve the updated contract, pending updated language.

**Motion:** Ralph moved to approve.

**Support:** Supported by Raini.

**Result:** All yes. Approved.

Director Herringa is coordinating the installation of electricity in the Story Park and waiting for an updated quote for new parking lot lights.

A Diversity Audit is currently underway for the library's entire collection.

### **New Business**

-Motion to approve updated Library of Things and Hotspot policies and new Circulation policy.

**Motion:** Pam moved to approve.

**Support:** Supported by Mark.

**Result:** All yes. Approved.

-Motion to approve tentative 2025- 2026 budget.

**Motion:** Pam moved to approve.

**Support:** Supported by Mark.

**Result:** Roll call- all yes.

-Motion to approve closure of all branches until 1:00 pm for de-escalation training on Aug 21, 2025.

**Motion:** Mark moved to approve.

**Support:** Supported by Raini.

**Result:** All yes. Approved.

-Motion to approve updated dress code to include jeans every day.

**Motion:** Pam moved to approve.

**Support:** Supported by Ralph.

**Result:** All yes. Approved.

**Public Comment:** None.

**Board Training:** Next month.

**Future Agenda Items:** Parking lot bids, Director Herringa's review in September.

#### **Adjournment**

**Motion:** Pam motioned to adjourn the meeting at 11:07 a.m.

**Support:** Supported by Mark.

**Result:** Approved.

*Rebecca Barker*

**Recording Secretary:** Rebecca Barker, Business Manager

**Approved on:**