



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes Manistee County Library, 95 Maple Street - June 24, 2025

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

Board Absent: None.

Others Present: Executive Director Julie Herringa, Assistant Director Chrissy Streeter, Business Manager Rebecca Barker, Dave Richards from Richards & McDougall, 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 two unfavorable comments regarding the relocation of the periodicals to the top floor from patrons who do not enjoy using an elevator. The library also received a congratulatory note from Senator Jon Bumstead on its 120th anniversary.

Financial Report: Dave Richards presented financials for May 2025. Penal fines are slightly different than last year. PPT reimbursement was substantially higher than the library initially budgeted for. The library's retirement funding amount has increased from under \$100,000 to over \$100,000 since the split from the county. The library has the ability to transfer \$20,000 from a selected fund to cover the arrears, Dave will advise the board on this matter next month. Budget adjustments were recently made. Expenditures are on target for the budget year, with the exception of the capital improvements that were made to the Main building this year. Transfers will be complete by the July board meeting. The library now has

\$158,000 in additional revenue above what was budgeted for the year due to the personal property tax reimbursement from the state of Michigan.

Ralph moved to accept the amended budget. Roll call vote- all yes. Approved.

Director's Report: Director Herringa held a Donuts with the Director event prior to the story park opening and heard concerns from several patrons regarding the future of library funding. She coordinated the installation of electricity in the story park, secured sponsors for the library's food pantries, and attended a meeting with the Library of Michigan regarding funding. She and Business Manager Barker met with Dave Richards regarding budget adjustments. She plans to attend the Leadership Lab next month and met several times with Friends of the Library President Marian Jarvinen. Director Herringa also responded to an incident in the parking lot when a patron accidentally displaced a parking lot barrier.

Committee Reports

- **Facilities Committee:** Schedule as needed.
- **Finance Committee:** Schedule as needed to discuss 2025-2026 budget.
- **Personnel Committee:** Schedule as needed.
- **Policy Committee:** Met May 27 to discuss changes regarding adjusting the overdue language in the library card policy.
- **Technology Committee:** Schedule as needed.

Old Business

The concrete pad was poured at the Bear Lake branch by Jason Thompson. The library's Story Park ribbon cutting was held Saturday, June 7th. The sprinkler and fencing installations were delayed but are in progress, along with the rest of the landscaping. The library will be soliciting bids to resurface the parking lot at the main branch.

New Business

The library's sprinkler system was damaged during the remediation last year and will require repair. The library will also be seeking bids for hiring professional landscapers at the Main branch.

-Motion to request full mill from county.

Motion: Fedder moved to approve.

Support: Supported by Gilmore.

Result: All yes. Approved.

-Motion to close all locations for staff development on September 11, 2025.

Motion: Williams moved to approve the closure.

Support: Supported by Evans .

Result: All yes. Approved.

-Motion to approve RFP for Main parking lot

Motion: Evans moved to approve the RFP.

Support: Supported by Williams.

Result: All yes. Approved.

Public Comment: None.

Board Training: Next month.

Future Agenda Items: Motion to approve updated executive director contract, FY 2025-2026 budget.

Adjournment

Motion: Fedder motioned to adjourn the meeting at 11:06 a.m.

Support: Supported by Evans.

Result: Approved.

A handwritten signature in black ink that reads "Rebecca Barker". The script is cursive and fluid, with the first name "Rebecca" and last name "Barker" clearly distinguishable.

Recording Secretary: Rebecca Barker, Business Manager

Approved on: July 22, 2025