



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes

Manistee County Library, 95 Maple Street -August 26, 2025

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

Board Absent: None.

Others Present: County Commissioner Richard Schmidt, Dave Richards of Richards and McDougall, Director Julie Herringa, Assistant Director Christina Streeter, 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: 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 thank you notes from Branch Manager Amy Cross, and Onekama High School. County Commissioner Shayne Machen emailed Julie Herringa complimenting the library on its accessibility and the friendliness of the staff. Julie also brought in a thank you note for the board to sign and send to the Friends of the Library, who raised \$2412.50 at the book sale.

Financial Report: Penal fines are comparable to last year. Total property tax revenue increased \$126,000 between 2022-2024 due to the rise in real estate prices, and should increase over the next fiscal year. Staff personnel expenses are higher due to having more staff. Retirement costs are up slightly; Dave Richards is researching with Manistee County. Collection materials for A/V are higher due to timing of ordering. Books and programming expenditures are up slightly from last year. Computers are up due to purchasing new hardware as part of a tech replacement plan. Branch expenses and building and grounds costs are up due to major projects such as power washing the gazebos at 3 branches and the story park.

Budget for programming, subscriptions, and books are all comparable to last year. Dave recommended adding any excess budget funds to capital improvements against future facility repairs and will advise the board on budget adjustments and transfers next month.

Director's Report: Library Director Julie Herringa attended Copemish Heritage Days with the library's prize wheel. She worked the Friends of the Library book sale on Saturday, August 16th and attended meetings with Marian Jarvinen, the Historical Museum, the County Commissioners, and the Conservation District. She also began a new partnership with the library and Northern Michigan Forest Explorers, a homeschooling group. She worked special events such as the magic show in Wellston and Bear Lake and the author event with Gary D. Schmidt.

Committee Reports

- **Facilities Committee:** Schedule as needed.
- **Finance Committee:** Schedule as needed.
- **Personnel Committee:** Mark and Pam met to discuss the staff survey, which was posted and completed by 9 employees so far. They also discussed Julie's evaluation.
- **Policy Committee:** Schedule as needed.
- **Technology Committee:** Schedule as needed.

Old Business

-Motion to approve lighting quote from Medler Electric for updated parking lot lighting in an amount not to exceed \$15000, using capital improvement funds.

Motion: Lynn moved to approve.

Support: Supported by Pam.

Result: Roll call vote - all yes. Approved.

New Business

-Motion to approve setting the public budget hearing for the FY 25-26 budget for September 23, 2025 at 10:00 am.

Motion: Ralph moved to approve.

Support: Supported by Pam.

Result: All yes. Approved.

-Motion to approve the usage of ACH payments for library expenses.

Motion: Pam moved to approve the use of ACH payments for library invoices.

Support: Supported by Raini.

Result: All yes. Approved.

-Motion to approve purchase of a shared light table for the library branches using Selma Johnson funds, in an amount not to exceed \$3495.

Motion: Lynn moved to approve the purchase.

Support: Supported by Mark.

Result: Roll call vote - all yes. Approved.

-Motion to approve no longer allowing food in the library by removing that language from the study room policy and the patron code of conduct.

Motion: Pam moved to approve amending the policies as discussed.

Support: Supported by Raini.

Result: All yes. Approved.

-Motion to approve a bid from Jason Thompson for snow removal.

Motion: Mark moved to approve the bid.

Support: Supported by Pam.

Result: Roll call vote - all yes. Approved.

Public Comment: None.

Board Training: Director Herringa presented a news article regarding Michigan residents' rejection of book bans.

Future Agenda Items: Strategic plan, parking lot bids, tech plan presentation with Nick Wallett, public budget hearing.

Adjournment

Motion: Mark motioned to adjourn the meeting at 11:08 a.m.

Support: Supported by Pam.

Result: All yes. Approved.



Recording Secretary: Rebecca Barker, Business Manager

Approved on: September 23, 2025