



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes
Manistee County Library, 95 Maple Street -September 23, 2025

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

Board Absent: Pam Evans was absent with prior notice.

Others Present: Richard Schmidt, Assistant Director Christina Streeter, Business Manager Rebecca Barker, Executive Director Julie Cirone.

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

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

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

Support: Supported by Fedder.

Result: Approved.

Public Comment: None.

Meet the Staff: Next month.

Correspondence: The board received an email from Branch Manager Becky Polzin, detailing her visit to the Kaleva village meeting to talk about library services.

Financial Report: August financials will be covered at the next meeting.

Director's Report: Director Herringa attended the Leadership Learning Lab in Ludington and the annual MMLL luncheon in Cadillac, along with facilitating staff de-escalation training. She worked with Business Manager Barker on an RFP for an elevator replacement due to electronic issues and two outages. She met with Josh Shubert of Northwest Electric regarding our Story Park electricity and also met with the League of Women Voters. Director Herringa met with Pam Evans and Mark Fedder regarding the staff survey, and discussed the survey further with Assistant Director Streeter and Business Manager Barker.

Committee Reports

- **Facilities Committee:** Schedule as needed.
- **Finance Committee:** Schedule as needed.
- **Personnel Committee:** Schedule as needed.
- **Policy Committee:** Schedule as needed.
- **Technology Committee:** Met August 26.

Public Hearing: At 10:00 am, Gilmore motioned that the board close the regular meeting to discuss the 2025-2026 FY budget, with Mortensen seconding. Vote: unanimous - yes. Approved.

Gilmore motioned that the board open the budget hearing, with Mortensen seconding. Vote: unanimous - yes. Approved. There was no public comment.

Motion to approve the 2024-2025 FY budget: Mortensen motioned to approve the budget, with Fedder seconding. Roll Call Vote: Williams- Yes. Fedder- Yes. Mortensen- Yes. Gilmore - Yes. Approved.

Williams motioned to close the public hearing, with Gilmore seconding. Vote: unanimous - yes. Approved.

Old Business

-RFP for the elevator at Main.

Motion: Williams moved to approve the RFP for the elevator as presented.

Support: Supported by Gilmore .

Result: Roll call- all yes. Approved.

-Additional funds for the electrical project, not to exceed \$12,000.

Motion: Gilmore moved to approve the additional as presented.

Support: Supported by Williams.

Result: Roll call- all yes. Approved.

Closed Session: At 10:45 am, Gilmore motioned that the board close the regular meeting to discuss the Executive Director evaluation, with Mortensen seconding. Vote: unanimous - yes. Approved.

New Business

Library Technician Nick Wallett presented information from his tech plan for 2025-2026, including security upgrades and a replacement schedule. Security updates will include additional cameras and solo-worker software for branch service specialists.

The Library put out an RFP for the parking lot and did not receive any bids. The parking lot project will be put on hold until the elevator issue is resolved.

The library is looking into renting a small, climate-controlled storage unit for seldom-used items like character costumes and holiday decorations. This would mitigate the loss of storage space after the demolition of the Bookhouse.

Public Comment: None.

Board Training: Next month.

Future Agenda Items: Elevator and parking lot review.

Adjournment

Motion: Fedder motioned to adjourn the meeting at 11:26 am.

Support: Seconded by Gilmore.

Result: Approved.

Rebecca Barker

Recording Secretary: Rebecca Barker, Business Manager

Approved on: