



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes
Manistee County Library, 95 Maple Street - October 28, 2025

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

Board Absent: None.

Others Present: Executive Director Julie Herringa, Assistant Director Chrissy Streeter, Business Manager Rebecca Barker, Jerry Bleau, the City Building official, Madeline Kazmierski, the new administrator from Manistee Planning and Zoning, and 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.

Support: Supported by Raini.

Result: Approved.

Public Comment: Jerry Bleau from the historic district of the City of Manistee came to discuss the exterior lighting options for the Main library branch. The historic district rejected the initial proposal from the library and made suggestions for alternative lighting that is more aligned with the district's requirements. Director Herringa agreed to find other options for lighting if possible, citing safety and aesthetics as priorities.

Meet the Staff: Next month.

Correspondence: Manistee County Library received an unrestricted \$10,000 grant from the Carnegie Foundation.

Personnel Committee: N/A

Financial Report: Dave Richards was absent.

Director's Report: Director Herringa spoke about the Halloween programs at the library, including a night at the museum and a late night at the library. She met with Sarah Howard at the Wagoner senior center regarding the installation of handrails and Marian Jarvinen about the landscaping at the story park. Director Herringa also attended meetings at the Mid Michigan Library League and Manistee County. She is also currently working with vendors regarding the parking lot resurfacing and the elevator modernization.

Committee Reports

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

Old Business

RFPs for elevator-

The library is currently accepting bids for an elevator modernization project, and is currently in communication with vendors. Director Herringa is exploring the possibility of closing the library for a short time while the elevator is replaced.

Parking lot-

Director Herringa met with Swidorski's regarding resurfacing the parking lot and adding parking barriers. The parking lot project would not resume until summer 2026 at the earliest.

Story Park electricity-

The Story Park has been wired for electricity, with some delays due to the electricians discovering un-insulated lines. The alley and front entrance were temporarily closed, but have now been re-opened.

Selma fund-

The library has spent down the Selma Johnson fund for the year after purchasing sound garden equipment and a lighting table for the branches.

New Business

The Audubon Bird Book was appraised by David Oppenheimer on October 27, 2025. Oppenheimer also provided a quote for cleaning and restoration of the book. Director Herringa plans to obtain additional quotes for cleaning and restoration of the book from other firms. The appraisal, which was initially approved at no more than \$5000, came in at \$5750.

Motion: Evans motioned to approve the additional \$750 cost of the Oppenheimer appraisal.

Support: Gilmore seconded.

Result: Roll call- all yes. Approved.

Director Herringa presented her goals as executive director to the board.

Motion: Fedder motioned to enter a closed session at 9:55 a.m. to discuss director Herringa's evaluation and salary increase.

Support: Evans seconded.

Result: Approved.

Motion: Evans motioned to exit the closed session at 10:10 a.m. and resume the regular meeting.

Support: Mortensen seconded.

Result: Approved.

Public Comment: None.

Board Training: Director Herringa recently signed up for free board training videos

Future Agenda Items: Elevator and parking lot quotes.

Adjournment

Motion: Fedder motioned to adjourn the meeting.

Support: Gilmore seconded.

Result: Approved. Meeting adjourned at 11:25 am.

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: November 25, 2025