



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

Manistee County Library, 95 Maple Street - December 23, 2025 9:45 am

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

Board Absent: Raini Gilmore was absent with prior notice.

Others Present: Executive Director Julie Cirone, and Business Manager Rebecca Barker. Dave Richards and Richard Schmidt also present.

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

Correspondence: The library received a complimentary note from one of the book club attendees. Senator Jon Bumstead sent a letter requesting the library carry informational booklets, which Director Herringa is researching. The library also received a \$3250 donation from PCA.

Financial Report: Dave Richards presented the final financial report from September at the end of the 24-25 fiscal year. He saw no major issues with the revenue stream. Staffing costs are up due to vacant positions being filled. Material costs are comparable to the 23-24 fiscal year. Subscription costs are higher in addition to capital expenditures, due to building improvements made this year. Branch costs and building and grounds maintenance for Main were up slightly from last year. Penal fines came in higher than anticipated. Book costs and programming costs were both down slightly from last year.

Motion: Fedder moved to the financial reports as presented.

Support: Supported by Evans.

Result: Approved.

Director's Report: Director Herringa attended meetings with the historical museum, the Friends of the Library, and the Manistee County Human Services Collaborative. She was recently voted onto the board of the Conservation District, and volunteered to work the Jingle Ball at the Wagoner Senior Center. She solicited bids from elevator companies for the modernization project at Main and oversaw a technological meeting from Blackline Security about increased security measures for the branches.

Committee Reports

- **Facilities Committee:** Schedule as needed
- **Finance Committee:** Schedule as needed
- **Personnel Committee:** Schedule as needed
- **Policy Committee:** Schedule as needed
- **Technology Committee:** Schedule as needed

Old Business

The library's head of IT, Nick Wallett, presented further information about Blackline Security. He anticipates the program will begin implementation in mid-January.

- Elevator quote

Motion: Evans moved to approve the quote from Schindler as presented, at a cost not to exceed \$300,000, to be paid for with capital improvement funds.

Support: Supported by Fedder.

Fedder: Yes Evans: Yes Mortensen: Yes Williams: Yes

Result: Approved.

New Business

- New shelving for the children's room, at a cost not to exceed \$4000, from Library Design Associates, to be paid for with Selma Johnson funds.

Motion: Fedder moved to approve purchasing the shelves as presented.

Support: Supported by Evans.

Fedder: Yes Evans: Yes Mortensen: Yes Williams: Yes

Result: Approved.

Director Herringa brought a request from the Friends of the Library to have the board give a presentation at the Friends' meeting about the library's upcoming goals. Director Herringa suggested that, since the Board's meetings must be public, that the Friends instead attend the board meetings about the upcoming new strategic plan for the library.

Public Comment: None.

Board Training: None.

Future Agenda Items: Organizational meeting, sweatshirt sales, grants, FOIA, email addresses.

Adjournment

Motion: Fedder moved to adjourn the meeting at 11:07 a.m.

Support: Supported by Williams.

Result: Approved.

Rebecca Barker

Recording Secretary: Rebecca Barker, Business Manager

Approved on: January 27, 2026