



**MANISTEE COUNTY LIBRARY**  
**95 MAPLE STREET, MANISTEE MI 49660**  
**P: (231) 723-2519 F: (231) 723-7280**  
**WWW.MANISTEELIBRARY.ORG**

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**Manistee County Library Board of Trustees - Meeting Minutes**  
**Manistee County Library, 95 Maple Street - November 25, 2025**

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

**Board Absent:** Ralph Mortensen was absent with prior notice.

**Others Present:** Executive Director Julie Cirone, Business Manager Rebecca Barker, County Commissioner Richard Schmidt, and Director Jennifer Balcom from the Mid-Michigan Library League.

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

**Pledge of Allegiance**

**Agenda and Minutes:** Consent agenda and minutes were approved with no corrections.

**Public Comment:** None.

**Meet the Staff:** Next month.

**Correspondence:** The library received a thank you note from Anita Shaffer for the assistance with the fall festival, and a thank you from Beth Urban. There were also notes from Joyce Valentine complimenting the new interior of the Main branch and a statement from the Community Foundation. Director Herringa passed thank you cards for the Friends of the Library after the library received a \$1000 donation for children's Christmas books. The board also signed a sympathy card for the family of Dave Adams in Bear Lake. Lynn Williams also read a note from her son complimenting the librarian at the Wellston Branch (Michaelyn Crawford) on her excellent customer service.

**Financial Report:** Dave Richards was absent.

**Director's Report:** Director Herringa led the discussion for the Banned Book Club and attended meetings with the county commissioner and the Friends of the Library. The Friends will be doing a mini book sale in February along with a sale during the Fourth of July weekend. She met with Mark Fedder and Ralph Mortensen regarding board matters. She is coordinating historically appropriate outdoor lighting in

conjunction with The Lighting Corner and the historic commission. Director Herringa declined a request to take on the Bear Lake food pantry due to staffing concerns.

### **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**

**Motion:** Motion to approve effective date for Director Herringa's raise as of 10/1/2025.

**Support:** Pam motioned, Lynn seconded.

**Result:** Approved.

**Roll Call Vote:** All yes- approved.

There are now lights in the Story Park and Director Herringa is in the process of acquiring new lights for the exterior of the library.

### **New Business**

Jennifer Balcom, Director of the Mid-Michigan Library League, gave a presentation which compares Manistee to other Class 4, countywide library systems with a comparable population size. Manistee has more branches than most of its peer libraries with 6 branches for a county of 23,120, with a staff of only 18. She presented comparable data from Cadillac, Mason County, Dickinson, and Gladwin, and spoke about the future sustainability of the current structure within Manistee County Library.

**Motion:** Motion to approve the 4% contract increase for elevator maintenance from Kone, from \$5314.32 to approximately \$5528 for the year.

**Support:** Raini motioned, Pam seconded.

**Result:** Approved.

**Roll Call Vote:** All yes- approved.

**Motion:** Motion to approve the quote for branch security software from Safety Services/Blackline, at a cost not to exceed \$15000.

**Support:** Pam motioned, Raini seconded.

**Result:** Approved.

**Roll Call Vote:** All yes- approved.

**Motion:** Motion to approve the library matching up to \$75k for any future grants for the library.

**Support:** Lynn motioned, Raini seconded.

**Result:** Approved.

**Roll Call Vote:** All yes- approved.

**Public Comment:** None.

**Board Training:** N/A

**Future Agenda Items:** Elevator quotes, gas card, missing items, and parking lot quotes.

**Adjournment**

**Motion:** Raini motioned to adjourn.

**Support:** Lynn seconded.

**Result:** Approved. The meeting adjourned at 11:23 am.

A handwritten signature in black ink that reads "Rebecca Barker". The signature is fluid and cursive, with "Rebecca" on the top line and "Barker" on the bottom line.

**Recording Secretary:** Rebecca Barker, Business Manager

**Approved on:** December 23, 2025