



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes
Manistee County Library, 95 Maple Street - May 20 2026, 11:30 a.m.

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

Board Absent: None.

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

Call to Order : Meeting was called to order at 11:30 a.m.

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

Motion: Fedder moved to approve the consent agenda as presented.

Support: Supported by Gilmore.

Result: Approved.

Public Comment: None.

Correspondence: The library received prize donations for summer reading from the Cherry Bowl Drive-In and photographs of the Kansas City Library from Friends of the Library board member Margaret Cooley. The library also received a memorial card and photograph of Selma Johnson. The Manistee County Community Foundation also sent a letter confirming the library's receipt of a \$10,000 grant for the elevator modernization project. The library has received summer reading donations from the Friends of the Library, Richards & McDougall, Jason Thompson Landscaping, and Nails 2000.

Financial Report: Dave Richards presented financial reports for April 2026. Payables are comparable to last year, various tax incomes have not yet come in for the year. Penal fines are ahead of last year and Dave recommended transferring \$200,000 over from the capital improvement account. Collection expenses are slightly higher than last year, as well as subscriptions. Building and grounds maintenance is higher due to increased snow removal over the wintertime. Electricity and vehicle maintenance costs are down from last year. Hardware expenses are up from last year but still under budget; software is slightly higher. The capital improvement account shows a balance of \$1,436,366.82 prior to the transfer. Richards

also presented suggested budget adjustments, which will happen after all property taxes have been received.

Motion: Evans moved to accept the financial reports as presented.

Support: Supported by Gilmore.

Result: Approved.

Motion: Evans moved to accept the budget adjustments as presented.

Support: Supported by Gilmore.

Result: Approved.

Williams: Yes

Evans: Yes

Fedder: Yes

Gilmore: Yes

Mortensen: Yes

Director's Report: Director Herringa will be planning the upcoming 2026-2027 budget with Business Manager Barker in the next month. She oversaw the hiring of two new employees and attended meetings with the Historical Museum, Gather 2 Grow, and Marian Jarvinen of the Friends of the Library. She reached out to various area businesses for summer reading sponsorships and Sheriff Gutowski regarding volunteers for the Friends book sale in July. She also oversaw the replacement of the handicapped door at Manistee, and met with Josh Schubert of Northwest Electric regarding the upcoming elevator modernization.

Committee Reports

- **Facilities Committee:** Met Monday, May 11th to discuss the elevator project, which is slated to begin in January 2027. The committee opted to keep the library open as much as possible during the modernization project. The parking lot project will be taking place between August 17 and September 3, 2026, with an exact date to be determined later.
- **Finance Committee:** Schedule as needed
- **Personnel Committee:** Schedule as needed
- **Policy Committee:** Schedule as needed
- **Technology Committee:** Schedule as needed

Old Business

Manistee County approved the library's millage ballot language ahead of the upcoming August election. Director Herringa presented the library's informational brochure regarding the millage.

The board was presented with physical copies of their library email addresses. Director Herringa and Business Manager Barker met with Al Bufka regarding the installation of a guard rail around the Story Park, but as of this time he has not submitted a quote.

New Business

- Orkin preventative pest maintenance contract at an initial cost of \$2300 with a cost of \$550 per treatment per branch.

Motion: Williams moved to approve the quote from Orkin as presented.

Support: Supported by Gilmore.

Result: Approved.

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

- Business coach for Julie Herringa.

Motion: Mortensen moved to retain six months of coaching services for Julie Herringa from Steve Huntsell at a cost of \$4000.

Support: Supported by Evans.

Result: Approved.

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

Motion: Mortensen moved to enter a closed session at 12:51 pm.

Support: Supported by Fedder.

Result: Approved.

Motion: Evans moved to end the closed session at 1:06 p.m.

Support: Supported by Gilmore.

Result: Approved.

Public Comment: None.

Board Training: None.

Future Agenda Items: Elevator.

Adjournment

Motion: Fedder moved to adjourn the meeting at 1:08 p.m.

Support: Supported by Williams.

Result: Approved.



Recording Secretary: Rebecca Barker, Business Manager

Approved on: June 23, 2026