



MANISTEE COUNTY LIBRARY
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Manistee County Library Board of Trustees - Meeting Minutes Manistee County Library, 95 Maple Street - July 28, 2026

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

Board Absent: None

Others Present: Executive Director Julie Cirone, Assistant Director Chrissy Streeter, and Business Manager Rebecca Barker. Dave Richards was also present.

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

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

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

Support: Supported by Evans.

Result: Approved.

Public Comment: None

Meet the Staff: Next month.

Correspondence: The library received complimentary notes from Janeane Gee regarding the sound garden installation at Bear Lake. The library also received a thank you note from a patron who was assisted in finding Nancy Drew books. The library also received the gift of a sailboat in a glass case to be displayed at Main. The board signed a thank you for the Friends of the Library for having the book sale.

Financial Report: Dave Richards from Richards and McDougall presented financial reports from June 2026. Penal fines have come in. Accounts payable are comparable to last year. Property tax income was up \$66000 from last year. Personnel costs have increased due to hiring additional staff and increasing pension expenses. Down payment for elevator modernization has been paid to Schindler. Nick Wallett in library IT is purchasing new computers on the library's replacement cycle, so the hardware line is slightly up. Professional fees and services are up significantly due to the appraisal of the bird book. Equipment and furnishings line up due to purchasing shelving. Capital outlay is up due to projects like the elevator.

Grounds and maintenance services are up due to the library's maintenance professional being out and unexpected snow removal in Bear Lake this past winter. The library's capital improvement fund has a balance of a little over \$1.2 million.

Motion: Fedder moved to accept the June financial reports as presented.

Support: Supported by Gilmore.

Result: Approved.

Director's Report: Director Herringa and board Vice President Fedder assisted with the Friends of the Library book sale over the 4th of July weekend. She presented the library's tentative 26-27 budget to the Manistee County Commissioners and attended meetings with Sarah Howard and several patrons. She also responded to a broken glass door at the Kaleva branch.

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

Director Herringa updated the board on her director goals. She had initially planned to update the library's point of sale system, but opted to table it for later due to the parking lot and elevator projects. There was also a recognition of the need for a new ILS system to integrate with the new point of sale system, and would require further research.

Director Herringa received an email from two patrons who are social workers, recommending a reconsideration of the library's juvenile card policy to include a provision for cards for unhoused or at-risk youth in the area. Director Herringa suggested an institutional card, which the library already provides. The board agreed to research potential alternatives, with an eye toward potential liability for the library.

Assistant Director Streeter has been working on a training manual and an emergency manual, which are currently lacking at the library. A representative from the Manistee Fire Department will be on site during the library's upcoming inservice training in August to assist with fire safety preparation planning in the building.

Director Herringa presented the RFP created to find a strategic planning firm for the library. Secretary Evans suggested capping the cost of the project at no more than \$15,000 and beginning the search in 2027.

- RFP for strategic plan
Motion: Fedder moved to approve the RFP as presented.
Support: Supported by Gilmore.
Result: Approved.

Director Herringa presented approved millage language at the Manistee County Commissioners' meeting, with suggested changes from the county.

- Millage renewal language.
Motion: Fedder moved to approve the updated language as presented.
Support: Supported by Evans.
Result: Approved.

New Business

- Two HVAC quotes from Tweet Garot for Main branch, in the combined amount of \$6500.
Motion: Gilmore moved to approve the quotes as presented.
Support: Supported by Fedder.
Williams: Yes Evans: Yes Fedder: Yes Gilmore: Yes Mortensen: Yes
Result: Approved.
- Landscaping quote from Jason Thompson for the Bear Lake branch in the amount of \$5005.
Motion: Evans moved to approve the quote as presented.
Support: Supported by Williams.
Williams: Yes Evans: Yes Fedder: Yes Gilmore: Yes Mortensen: Yes
Result: Approved.

Public Comment: None.

Board Training: None.

Future Agenda Items: Elevator project and emergency manual.

Adjournment

Motion: Fedder moved to adjourn the meeting at 11:03 am.
Support: Supported by Williams.
Result: Approved.

Rebecca Barker

Recording Secretary: Rebecca Barker, Business Manager
Approved on: August 25, 2026