



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

Manistee County Library, 95 Maple Street - September 29, 2026, 9:45 AM

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

Board Absent: Raini Gilmore with prior notice

Others Present - Executive Director Julie Herringa, Assistant Director Chrissy Streeter, County Commissioner Richard Schmidt, Dave Richards of Richards & McDougall CPA.

Call to Order : Meeting was called to order at 9:46 am.

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

Motion: Mark moved to approve the consent agenda as amended.

Support: Supported by Pam.

Result: Approved.

Public Comment: None

Correspondence : Thank you cards for Angie for the summer reading program, great reviews for the program itself. Email from the fire department regarding the complaint they received during the parking lot construction. Unexpected structural issues with the retaining wall required us to close the handicap entrance longer than we were planning on. Because of that and the front entrance not being considered a fire escape we had to close the second floor. Still have a couple finishing touches to do on the parking lot spaces/painting of the lines.

Director's Report : Attended the end of the year party for Friends of the Library, they discussed writing letters for the millage for us. Audit is coming up, and have set a date to talk things over with auditors. Meetings with County, City officials, lawyer, fire marshal and city building inspector for the problems with parking lot projects. We were at Brethren Days for the first time ever, and had a booth at a recent farmer's market.

Financial Report: August Financials

August financial report was sent separately in an email; balance sheet as of August 30th shows cash position at just over 2 million. Penal fines & State Aid received. The credit cards have been reconciled; No

major differences in income from last year to this year. Personnel costs are up from last year - staff/positions added. Building/Grounds and Professional Fees are up substantially from last year. Other items are down like utilities surprisingly which puts us in a better position than we were this time last year. Dave will do the budget adjustments and have them to us by 12 noon so we can reconvene the meeting and approve financials.

Committee Reports

Facilities Committee : Discussed hiring a project manager for the installation of the elevator, agreed it would be best to hire someone from the outside with how short staffed, knows elevators, etc. December 22, 2026 is the start date for the elevator. With the way that the parking lot project went, we want to make sure that the elevator project goes much smoother.

RFP for elevator project manager

Motion: Mark moved to approve the RFP for elevator project maintenance as recommended by the Facilities Committee.

Support: Supported by Lynn

Result: Approved.

Finance Committee : Budget: Minimal changes, biggest one was taking some money out of Hoopla because of the cost saving measures that we took when our budget was ballooning (moved that into wages/retirement). Some changes in the materials budgets; mostly audiovisual and audiobooks. It's harder to spend the money, they just don't make them as much, because of streaming, etc. Same thing with magazines, a lot of them are going digital or to quarterly issues.

Motion: Pam motioned to approve the 2026 - 2027 Fiscal Year Budget as presented.

Support: Supported by Lynn

Roll Call - Mark : Yes Lynn : Yes Pam : Yes Ralph : Yes

Result: Approved.

Old Business

Parking lot: Nothing more to talk about, touched on that during the correspondence section.

Employee Survey Project: Last wednesday Sandi who heads up the project was here and met with staff. Grouped together with experience level (branches, newer staff, leadership). Also gave her email and phone number if staff wanted to talk to her individually/privately. Julie still has to meet with her and then she will be condensing her findings and meeting with the board to review them.

New Business

Potential AI Policy for Material Selection : Julie received a children's book as a donation to be added to the collection that was either written by AI in part or fully by AI. Declined to accept the book on the basis of the fact that we do not have a policy on books written by AI. This was a children's book but what if

someone brings us a book within the medical field that is written with AI. The Policy Committee needs to meet and talk about a policy for evaluating books.

Jason Thompson Snow Plowing Bid

Motion: Mark moved to approve the snow plowing bid as submitted with the rates of snowplowing (\$135), salting (\$95), shoveling (\$125), snowbank removal (\$175).

Support: Supported by Lynn.

Roll Call - Mark : Yes Lynn : Yes Pam : Yes Ralph : Yes

Result: Approved.

Public Comment

Board Comments - Lynn: We're doing good! Pam: RFP for elevator project is very well put together

Future Agenda Items

- Elevator
- Policy Committee Meeting on AI
- Technology Committee Meeting: Updated tech plan with Nick

Adjournment

Motion: Mark moved to suspend the meeting at 10:42 am.

Roll Call - Mark : Yes Lynn : Yes Pam : Yes Ralph : Yes

Result: Approved.

Call to Order: Motion to reopen the meeting at 12:58 pm

Budget Adjustments from Dave at Richards & McDougall: Lost/Damaged books have gone down quite a bit. Received more State Aid than we originally thought we would. Kaleva expenses were up; had to fix the glass front door that was damaged by the village maintenance man while mowing the lawn. Grounds/Maintenance is up; part of it is Pat being gone and part is just fixing things like plants that have been neglected for a long time. Professional Services is up in part due to having to contact the lawyer more recently for different issues.

Motion: Ralph moves to approve the budget adjustments as stated.

Roll Call - Mark : Yes Lynn : Yes Pam : Yes Ralph : Yes

Result: Approved.

Adjournment

Motion: Mark moved to close the meeting at 1:05 PM

Support: Supported by Lynn

Result: Approved.

Recording Secretary: *Rebecca Brown*

Approved on _____