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Manistee County Library Board of Trustees - Meeting Minutes
Manistee County Library, 95 Maple Street - October 27, 2026, 9:45 am

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

Board Absent: None

Others Present: Assistant Director Chrissy Streeter, Becca Brown, County Commissioner Richard Schmidt, Dave Richards of Richards & McDougall PC

Call to Order : Meeting was called to order at 9:48 am.

Pledge of Allegiance

Consent Agenda - Agenda and Minutes

Motion: Mark moved to approve the consent agenda as presented.
Support: Supported by Lynn.
Result: Approved.

Public Comment: None

Administrative Report: Midnight Library event on October 16th, tremendous turnout - both online and for the actual event. We opened up registration a week before the event and all the programs filled up within 10 minutes. Andy McQuillen led a haunted painting class with 24 people, 59 on the waitlist. A Victorian Oddities history talk for 35, had 50 on the waitlist. Both the scavenger hunt and horror movie trivia later in the evening were full with long wait lists as well.

Little Free Libraries: we have a few of them throughout the county that aren't holding up well to the weather. One in Marilla Twp we were informed was falling apart, the door had come off completely. Becky Polzin's husband Andy, who does our painting programs, fixed and painted it for us. This particular LFL is at a polling location so we wanted to get it fixed up quickly. [Before and after pictures sent later]

Summer outreach events that different staff attended included the farmers market, food truck court in Arcadia, Tea Party event, and Chief Day in Kaleva. Will also be at the Fall Festival coming up, with events happening at the library too.

Business Manager transition team - Becca, Becky and Amanda taking over some of Rebecca's duties with overtime. Amanda doing some shopping, Becca and Beckyt helping with payroll and bills. This has been tremendously helpful to the administrative staff because the business manager role is a lot, and so their willingness to help out during this transition is extremely appreciated.

Financial Report: Draft of the September Financial Statements. Have end of the year adjustments to do, make sure all of the payables are recorded, and tighten up a few things. Will look at the expenditure accounts to see if anything has been misclassified to put it in the proper classification. The budget is pretty standard moving forward, and adjustments made last month are reflected here. Won't spend a lot of time going into detail because the numbers may change based on reclassifications, but cash position - sitting fine going into the "non revenue period" where we aren't getting taxes from county.

Committee Reports : None

Old Business

Elevator Report : Chrissy trying to get acclimated to the project, was not in the initial talks at beginning, talked to Schlindler and the December 22nd start date that was given to us is now looking like January 4th according to them. Asked about the possibility of moving based on not receiving any RFPs for project management as of yet. Concern is the amount of changes and movement over the past months of the project. Chrissy's recommendation would be for us to take the date that they offered us to start, which would be March 15th to at least give us time to get a better idea of what is happening, with what needs to be addressed before the project starts. If there's anything that we should really be reviewing to ensure that Schindler is meeting the terms of the contract with us.

> **Motion:** Mark motioned to delay the start of the elevator renovation until March 15, 2026
> **Support:** Supported by Lynn.
> **Result:** Approved.

Staff Survey Update : Board met with Sandi karman of HR Collaborative. Ralph has since met with Jennifer Balcom of the Mid-Michigan Library League about some options on how to move forward. For Board review, a letter to employees based on the meeting yesterday. Also will be meeting with Lisa Sagala at the County about Julie's absence and what to do about that.

Parking Lot Project : Finalization of the project - the spots that were messed up have been restriped, the only thing that needs to be redone is the handicap spots on the 1st Street side. It was brought up whether the crosswalk from the parking lot entrance to the StoryPark should be striped to make it a little more noticeable. Layla is doing a great job with the plants around the entrance and shed. Steve Shively doing lawn while Pat is out.

New Business

Food Pantries : not unlike our Little Free Libraries, our food pantry "shelters" were not built for winters. Nothing's falling apart yet, but the one in Manistee has had to be fixed a couple of times, and the major problem is that people are not following our requests when it comes to what not to leave behind in the pantries. It can be difficult to manage when cans are being left in there during the winter, they are exploding. People are leaving perishable items in there. They have also become a dumping ground for household/other items that people just don't want anymore. Put together resources that tell people where other food pantries/drives are located, and start looking into taking down the pantries.

Hiring : Two interviews tomorrow for the part time Information Services Specialist position. Nick will be helping with the Kaleva position interviews. Going to do a set of preliminary phone interviews for this position before doing the in person interviews. Nick will be out the week of November 9th so the in person interviews will take place after that, and he is helping with them because of conflicts of interest with some of the candidates.

Public Comment

Board Comments
Mark : Not seeking reelection for the Library Board when his term is up in December. Wanted to let everyone know ahead of time so they could think of people to apply for the vacant position.
Pam : Wanted to commend the staff. It has been a tough few months that has just gotten increasingly more challenging.

Future Agenda : Policy Committee will meet about emergency manuals, Personnel committee will continue to meet about the staff survey. The elevator project is ongoing.

Board meeting dates moved : November meeting now the 17th, 9:45 am, December meeting now the 15th at 9:45.

Adjournment

Motion: Pam moved to adjourn the meeting at 11:11 am.
Support: Supported by Mark.
Result: Approved.

Recording Secretary: *Rebecca Brown*

Approved on 11/17/2026