

MANISTEE COUNTY LIBRARY
MEETING MINUTES
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The regular monthly meeting of the Manistee County Library Board was held on Tuesday, December 15, 2009, in the Library's Upper Level Meeting Room. President Diesing called the meeting to order at 4:30 p.m.

Present: Linda Diesing, Pam Paige, Steve Rogers, Joe Kimball, and John Faher

Others: David Richards, Kalcher, Vanderwal & Torrey (4:30 – 4:55 p.m.); Ervin Kowalski; Pam Spoor, Staff (4:30 – 5:45 p.m.); Andrea Cosier, Head of Youth Services; Charles Haemker, Executive Director; and Helen Grabowski, Recording Secretary

Minutes

Motion by Paige, supported by Rogers, to approve as presented the minutes of the November 24, 2009, regular meeting. All voting in favor. Motion carried.

Public Comment

None

Correspondence

Mr. Haemker received the following correspondence:

- Asbestos Report from Insulation and Environmental Services, Inc. for 92 Poplar Street;
- Donation of \$100.00 from Dennis and Karen Gilbert;
- Donation of \$100.00 from Portage Lake Garden Club;
- Checks from Manistee County for October 2009 Penal Fines (\$28,781.76) and November 2009 Penal Fines (\$21,946.86); and,
- Invoice from Manistee County for FY 2007-08 and FY 2008-09 HRA Deposit Reimbursement.

Financials

September Financials - Mr. Richards reviewed with the Board the September Financial Reports and noted the following:

- The report reflects final numbers for the fiscal year October 1, 2008 to September 30, 2009.
- The check that is being held to Dell Computers for \$22,210.14 has been reversed out of the checking account and put back into accounts payables.
- An adjustment was made to accrued salaries for fiscal year-end.
- Accrued Sick Leave has been adjusted down from \$5,000.00 to \$500.00.
- With the previously approved budget adjustments, no category is over budget.
- Approximately \$293,000.00 has been spent on planned Capital Improvement projects during the fiscal year.
- Personnel costs are the largest expenditure in the budget.
- Mr. Richards recommended to the Board that the cost of the computers that patron use be calculated in the material percentage because of high Internet use.
- The reports reflect an overall loss for the fiscal year ending September 30, 2009, of \$169,418.49. (Mr. Haemker noted that it shows a deficient, but there was a deficient budget going into last year and that was added onto with the purchase of the two properties.)

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Financials (continued)

November Financials - Mr. Richards continued by reviewing with the Board the financial reports ending November 30, 2009.

- The requirements have been met for spending the Selma Johnson Funds for 2009.
- Only 4% of revenue for this fiscal year has been received.
- The majority of the Library's revenue will be received within the next few months from property tax revenue.
- At the end of the first two months of this fiscal year, the reports show a deficient of approximately \$201,000.00, which by the end of this calendar year will increase to \$300,00.00. As previously stated in the past, Mr. Richards felt that it is important that a minimum of \$400,000.00 be kept in the Fund Balance to cover payroll and expenses.

Motion by Rogers, supported by Paige, to accept as presented the financial reports as of September 30, 2009 and November 30, 2009. All voting in favor. Motion carried.

Before leaving for another commitment, Mr. Richards was asked about developing cost centers as a monitoring tool to track expenditures. At this time, he suggested that there are other methods to track costs.

Executive Director's Report

The only addition to the Executive Director's Reports was that Steve Rogers has been re-appointed to the Library Board for another term.

Committee Report

Facilities Committee - Mr. Rogers gave an update to the Board on the Facilities Committee Advisory Group meeting that was held on Friday, December 4, 2009. His report included:

- Susan Bernard, a member of the Onekama Capital Improvement Committee, was in attendance inquiring if there were any improvements that the Library would like them to consider in the next five years. It was recommended that if an expansion was going to take place that a separate restroom for the Library be considered.
- 388 First Street - An Application for Property Tax Exemption needs to be submitted to the City by December 31, 2009. Mark Niesen, City Building Inspector, has determined that the bathroom does not need to be handicap accessible. However, a ramp into the house has to be constructed.
- 92 Poplar Street - The structure has been dismantled and now the contractor is waiting for an excavator to finish the project.
- Consumers Energy has completed re-routing the electrical lines.
- It was determined that at this time not to power wash the Library's exterior.

Mr. Haemker updated the Board on the visit to Pleasant Valley Community Center with Mr. Faher and Mr. Rogers after the Facilities Committee Advisory Group meeting. If the Library would move to this building, Library space would increase by approximately 45% from the present location. In addition, it would give better visibility for staff working at the Branch and there would also be facilities available for large group functions. At this time, Mr. Haemker noted that there is no specific time line in making a decision, as the current contract with Arcadia Township does not expire until 2013. Also, the cost to redecorate and remodel would have to be taken into consideration. After further discussion, it was noted that if the decision were made to move to the Community Center it would certainly be an upgrade from the present location.

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Old Business

Digitization Project - As a follow-up from previous meetings, Pam Spoor presented the Board with information on digitizing Library material which included equipment quotes from several vendors along with information from other sources. In her report, she noted that some of the challenges faced in digitizing historical documents were the different size documents and the physical condition of the material. Legal issues regarding copyright terms also has be considered as anything prior to 1923 can be shared on the Internet, but anything after 1923 can only be made available in the Library. In estimating costs, equipment could be as high as \$120,000.00, as well as the costs for staff to load film, begin the scanning process, and complete the conversion using a computer. Start-up costs would be the bulk of the expense, but there would be on-going expenses with upgrading hardware/software and staff hours.

Spoor suggested that the Board consider seeking bids to digitize the Library's microfilm to a digital format and retain the microfilm as an archival copy as it is a long-term storage medium. As the discussion continued, Spoor was asked to contact the vendor who currently microfilms the Library's newspapers and present a quote at the next Board meeting. At that meeting, Mr. Haemker will present his recommendations for the Board to consider on how to proceed with the digitization project.

New Business

Goals and Objectives - Since last month's Board meeting when goals were discussed, Mr. Haemker and Ms. Cosier have met and worked on a list of objectives for the goals. Before proceeding, President Diesing began by asking each Board member to take a few minutes to prioritize the goals and objectives. Each Board member then was given the opportunity to express how they ranked the goals and objectives.

From the discussion, following is a list of the 2009 –2010 Goals:

- Develop a five-year Manistee County Library Master Plan covering funding, staffing, services, technological infrastructure, and facilities.
- Expand Manistee County Library services and programs to meet the informational, creative, and inspirational needs of the residents, business community, and institutions.
- Expand electronic access to the Library's resources for Manistee County residents and visitors.
- Maintain sound financial management practices and develop other funding sources for fiscal sustainability for the community's vision of library services.
- Determine the necessary funding level to meet the community's vision of library services.
(Fiscal Year 2010 – 2011)

Future agenda items – Election of Officers, Board calendar, Audit, Digitalization Project, Language clarification to authorize the Executive Director to implement policy changes

Other/Adjourn

Motion by Rogers supported by Kimball, to adjourn the meeting at 6:40 p.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held 4:30 p.m., Tuesday, January 26, 2010, in the Upper Level Meeting Room.

Helen Grabowski, Recording Secretary

Proposed and subject to Board approval