

MANISTEE COUNTY LIBRARY
MEETING MINUTES
JULY 28, 2009 PAGE 1

The regular monthly meeting of the Manistee County Library Board was held on Tuesday, July 28, 2009, in the Library's Upper Level Meeting Room. President Diesing called the meeting to order at 4:30 p.m.

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

Absent: Pam Paige

Others Ervin Kowalski, David Richards, Kalcher, Vanderwal & Torrey; Pamela Spoor, Staff (5:00 – 5:55 p.m.); Andrea Cosier, Head of Youth Services (5:50 - 7:15 p.m.); Charles Haemker, Executive Director; and Helen Grabowski, Recording Secretary

Minutes

Motion by Rogers , supported by Faher , to approve as presented the minutes of the regular meeting of June 23, 2009. All voting in favor. Motion carried.

Agenda

Changes to the agenda include:

- Table: Language clarification to authorize the Executive Director to implement policy changes under Committee Reports until next month.
- Add: Request for Property Tax Millage to be Levied at the Full Legal and Allowable Rate under New Business.
- Move up: Digitalization of MCL Materials and On-Line Subscriptions for Data Bases under New Business when Pam Spoor is present.

Public Comment

None

Correspondence

Haemker received the following correspondence:

- Checks from Manistee County for tax collections and May and June 2009 Penal Fines.
- Statement from Manistee County Community Foundation for the period January 1, 2009 through June 30, 2009.
- Manistee County Revenue Sharing Board Special Meeting notice on the 10th of August.
- Communication from a patron on her concerns on the recent property purchases.

Financials

Dave Richards reviewed with the Board the financial reports ending June 30, 2009, and noted the following:

- The Certificate of Deposit that matured in July has been reinvested.
- Property tax collections and penal fine checks that Haemker noted that were received earlier this month are reflected on the Balance Sheet for June.
- The amount received for Delinquent Taxes this fiscal year is over the budgeted amount.
- There are no major concerns/issues with the financial reports at this time. Line items should be at 75% of budget as we are three fourths of the way into the fiscal year.
- Personnel costs are below budgeted amount.

Motion by Kimball, supported by Rogers, to accept as presented the financial reports as of June 30, 2009. All voting in favor. Motion carried.

MANISTEE COUNTY LIBRARY
MEETING MINUTES
JULY 28, 2009 PAGE 2

Executive Director's Report

In addition to the information the Board received in their packets, Haemker updated the Board on the progress of the parking lot at the Keddie-Norconk Memorial Library. The parking lot is almost completed, however, concern has been raised that a ramp will be needed so that the proposed gazebo will be handicap accessible. Without the gazebo in place, the location of the ramp (walkway) is uncertain. According to the President of the Keddie-Nornock Memorial Library Board, the issue is being addressed. (The provisions for the ramp (walkway) is not in the original bid and will be an add-on to the original bid to do the parking lot.)

Haemker updated the Board on the status of finding a renter for the First Street property. An organization is interested, but some of their Board members still need to look at the house to determine if it is a "fit" for them. A discussion followed on the lease details and Haemker reminded the Board that any arrangement would have to be "budget neutral". There is interest in the house located at 92 Poplar Street, but details will have to be worked out. Haemker hopes that by the August meeting those interested would have reached a decision as to what they plan to do.

Committee Report

Facilities Committee - Steve Rogers gave an update of the Facilities Committee meeting held on the 10th of July. Discussed were:

- Installation of the in-ground sprinkler system;
- Repair of the wall in the Tech Room;
- Parapet project and Poplar Street property; and,
- Upgrading lighting in the Library.

Old Business

Discussion of Use of Acquired Property - Haemker discussed this earlier as an addition to his Director's Report.

New Business

Digitalization of MCL Materials – The digitalization of Library materials has been discussed at previous Board meetings and in responses to the questions, Pam Spoor spoke to the Board on the research she has done. The last quote she received several years ago to convert the microfilm to digital was well over \$150,000.00. Depending on the type of equipment, a scanner could be purchased for between \$4,000.00 and \$10,000.00. If equipment is purchased, plans are to start with the current newspapers in order to save the expense of sending them out.

At this time, there is no interest from others to partner with the Library. The idea of offering to digitalize other governmental agencies records could be an option so that the Library could have access to their public records. More research will be needed before a decision is made whether or not to purchase the necessary equipment. The Board requested that other area libraries be contacted to see if they digitalize their materials in-house, what type of equipment they have, and if they offer this service to others.

MANISTEE COUNTY LIBRARY
MEETING MINUTES
JULY 28, 2009 PAGE 3

New Business (cont.)

On-line subscriptions for Data Bases - As an additional online subscription, Spoor recommended subscribing to the Library "Core Three" which includes legal forms, Small Business Resource Center, and Price It! Antiques and Collectibles. The cost for these three resources would be \$2,999.00 (which includes upgrades) and would be accessible from any Library location. Some Board members felt that the Library was duplicating and perhaps infringing on other local resources for individuals interested in starting a small business. However, it was noted that often individuals start out at the Library asking for information before proceeding on to other agencies. Spoor noted other databases are available, but some require the purchase of a book(s) along with the online subscription and when the combination is purchased the books are not used.

Potential Donation of Artwork - Haemker has been approached by an individual who would like to donate artwork to the Library with the understanding that it would be displayed in the Children's Room. Haemker read excerpts from the Donation of Materials Policy and Financial Policy and after further discussion the following motion was made:

Motion by Rogers, supported by Faher, to accept the donation of the Dr. Seuss limited edition framed artwork number 1359/2000 entitled "Oh the stuff you will learn" and display it permanently in the Children's Room in a secure manner. All voting in favor. Motion carried.

Authorization to Close Facilities for Softlink Liberty Training - In pursuant to the Board's action to enter into contract agreement with Softlink Liberty, Haemker has begun the process needed to migrate data and prepare the staff for the transition. In preparation for this transition, Haemker is requesting the Board's approval to close Library facilities as needed to develop a training schedule for staff to gain the knowledge and skills necessary to perform circulation, searching, cataloging, report and management functions. At this time, he anticipates that the total system would be closed only one day, Wednesday would be utilized as a training day, and additional days of training would be staggered so normal schedules could be maintained.

Motion by Rogers, supported by Faher, to authorize the Executive Director to close Library facilities as needed for training on the Softlink Liberty integrated library software that is scheduled to be operational by September 30, 2009. Also, the Executive Director is directed to keep closure to a minimum and maintain as much of the normal schedule as possible. All voting in favor. Motion carried.

Revised Selma Johnson Fund Expenditures for calendar year 2009 - Since the Board approved the original Selma Johnson expenditure plan in March; some of the original plans have not materialized which now necessitates the need to make changes how the remainder of the funds is spent. Haemker recommended that the remainder of the funds be spent by the end of this fiscal year and after further discussion the following motion was made:

Motion by Kimball, supported by Faher, to accept the following Executive Director's revisions to the Selma Johnson expenditures for 2009 that include:

- Furniture and Equipment - Increase the originally approved amount allocated for the Kaleva book drop box and include a new drop box for the Keddie-Norconk Memorial Library for an approximate total of \$5,500.00.
- Circulating Book, Movie, Audiobook, and CD Purchases - The amount spent will depend on available space and the total dollar amount of all other purchases already spent at the specific branch from the 2009 available Selma Johnson Funds. The approximate total is \$1,945.00.

Roll call: Faher – yes, Kimball – yes, Rogers – yes, Diesing - yes. Motion carried.

MANISTEE COUNTY LIBRARY
MEETING MINUTES
JULY 28, 2009 PAGE 4

New Business (cont.)

Preliminary 2009 – 2010 Budget - Haemker presented the Board with a “draft” of the preliminary budget for the fiscal year October 1, 2009 to September 30, 2010. He noted that this is a balanced budget unlike the ones that he presented the last couple of years. The first page does not reflect a major change in income except that Payment in Lieu of Taxes (PILT), State Aid to Libraries, and Reimbursable Salary line items reflects a decrease from last fiscal year. The Board suggested the following changes: adding \$8,000.00 to line item 860.03 Trans. To Capital Replacement for Van, decrease \$9,600.00 from library materials, and add \$1,600 to 703.50 Temp Position. It was also suggested that the amount in 770.07 Microfilm be revised and used for digitalization. It was also the consensus of the Board that the Fund Balance should reflect six months of operating expenses.

Request regarding Property Tax Millage - Haemker requested that the Board consider his request authorizing him to represent the Library Board at the County’s Ways and Means Committee Meeting next month when he presents the 2009 – 2010 preliminary budget to request that they levy the full voted millage rate.

Motion by Rogers, supported by Faher, that the Manistee County Library Board authorizes the Executive Director to represent the Library Board at the County’s Ways and Means Committee Meeting in August. Also, the Executive Director is directed to communicate the Library’s Board request that the full voted millage rate allowable under law be levied by the County of Manistee for the operation and maintenance of the Manistee County Library for the period covered by the tax bills mailed in December 2009 and collected in 2010. Roll call: Rogers – yes, Kimball – yes, Faher – yes, Diesing - yes. Motion carried.

Future Agenda Items - Executive Director’s evaluation, set 2009 – 2010 Budget Public Hearing, Language clarification to authorize the Executive Director to implement policy changes, ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations)

In the discussion that followed on the Director’s annual evaluation, Diesing asked the Board how they wanted to proceed. It was the consensus of the Board that the same format will be followed as last year to be consistent as to what was done previously. Also, she requested that the goals and objectives approved earlier in the fiscal year be emailed to all Board members so they could bring any questions they might have to the August meeting. Plans are to do the evaluation at the September meeting which Haemker requested a closed session.

Adjourn

Motion by Rogers, supported by Kimball, to adjourn the meeting at 7:15 p.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held 5:00 p.m., Tuesday, August 25, 2009, at the Onekama Branch Library, 5283 Main Street, Onekama, MI.

Helen Grabowski, Recording Secretary

Proposed and subject to Board approval