

**Minutes of the Regular Monthly Meeting of the  
Alpena County George N. Fletcher Public Library  
Board of Trustees**

**Call to Order:** A meeting of the Alpena County Library Board of Trustees was called to order on Monday, August 21, 2017 at 4:04 p.m. by President Joseph Garber.

**Present:**

Trustees: Marcia Aten, Joseph Garber, Kim Krajniak, Ronald Meneghel, Tammy Thomson

Staff: Beth DeCaire, Susan Jacobs, Jessica Luther and Eric Magness-Eubank

Guests (via teleconference): Ann Dilcher, Quinn Evans Architects; Ron Moulton, MacMillan Associates

**Old Business:**

A. Building Project

1. Schematic Design - Ann Dilcher of Quinn Evans Architects gave an overview of the most recent schematic building design.
2. HVAC – Discussion continued on the HVAC project including installation of cooling units on the roof and a separate system for the archives to keep humidity and temperature control more consistent. Moulton stated that additional electrical updates are needed prior to installation of the new system.
3. Environmental Assessment – Testing came back positive for asbestos in areas of the ceiling. It is unknown at this time what the cost will be to remove or encapsulate the hazardous material.

**Minutes:** It was moved by Aten and supported by Krajniak to approve the Minutes of the July 17, 2017 meeting. The motion carried.

**Treasurer's Report:** The Treasurer's Report was reviewed and Garber directed that it be filed as presented, subject to final audit.

**Review and Approval of Bills:** It was moved by Meneghel and supported by Aten that the bills as presented be approved. The motion carried.

**Friends Report:** With no representative present, Magness-Eubank reported that the annual book sale cleared over \$4,000 in proceeds which was slightly less than last year.

**Old Business, Continued:**

- B. NASA Grant – Approximately 250 people were in attendance at the solar eclipse party.
- C. Summer Book Club – Approximately 580 were in attendance at the carnival. Although evaluation surveys were overall positive, design changes may be incorporated for next year.
- D. Other – Chris McLennan was hired as a new part-time custodian.

**New Business:**

- A. Commercial Insurance Policy Review – Steven Lappan from Lappan Agency has asked to submit a proposal for the policy which is currently held by Alpena Agency.
- B. 2018 Budget – Magness-Eubank informed the Board that he will begin putting together the budget for Board review and approval.

**Development Coordinator's Report:**

Luther reported that the 3<sup>rd</sup> Annual Alpena Book Festival is scheduled for September 23. A total of 28 authors have signed up to appear with proceeds from the event to benefit READ. The Library was selected as a partner in the Michigan Humanities Council Great Michigan Read and will receive books and other programming resources.

Magness-Eubank reminded the Board that State Senator Jim Stamas is being honored here by the Michigan Library Association on Wednesday, August 30, at 11:00 a.m.

**Adjournment:** President Garber declared the meeting adjourned at 5:40 p.m. The next regular meeting is scheduled for Monday, September 18, at 4:00 pm.

Respectfully submitted,



Tammy Thomson  
Secretary



Beth DeCaire  
Recording Secretary