

**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 Wednesday, January 15th, 2020 at 4:04 p.m. by President Joseph Garber.

Present:

Trustees: Kim Krajniak, Ron Meneghel, Tammy Thomson

Via Videoconference: Joseph Garber

Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther

Minutes: It was moved by Krajniak and supported by Thomson to approve the minutes of the December 16th, 2019 regular board meeting. The motion passed.

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 Krajniak and supported by Meneghel that the bills as presented be approved. The motion passed.

Friends Report: No Friends representation, however, Magness-Eubank reported that they had not held their first meeting for 2020 but would do so in February and the board will be examining the bylaws.

Old Business:

A. Board Vacancy- The County Commissioners did not fill the vacancy left by Marcia Aten. The County Commission Personnel Committee indicated that they received one application and an appointment most likely will be recommended at the January Commissioners meeting.

B. Building Project/USDA

- i. **Modifications to building design-** Magness-Eubank shared updated plans for the project, including two study rooms and the relocation of the restrooms on the second floor. An emergency exit between Special Collections and the Children's area has been added. These modifications will be submitted for cost estimates. Representatives from Quinn Evans are planning on a site visit in February.
- ii. **Project timeline and phasing-** Magness-Eubank discussed the anticipated phasing of the project. It is projected that there will be two stages of the project requiring short term library closures. He also shared that he is researching satellite locations for summer reading programs.
- iii. **Financing Resolution to the County-** Magness-Eubank is awaiting documents from

Clark Hill. He anticipates the need for a special meeting to discuss any outstanding questions from the resolution. A special meeting was tentatively scheduled for January 20th at 5:00 pm provided the documents will be ready for review by the board.

(Thomson departed meeting at 4:55 pm)

- C. **Staffing-** Magness-Eubank shared that today was Brenda Stevens' last day. Don La Barre began his position in Special Collections earlier in the month and Sara Grochowski will be moving into a position in the Children's Department next week. Once these items are settled the additional matters discussed with the Personnel Committee will be put into action.

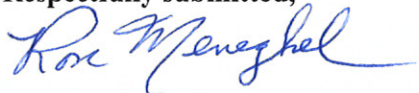
New Business:

- A. **Policy Review-** A copy of the policy manual will be sent out by DeCaire for trustees to review in advance of the February meeting. Magness-Eubank added that he is exploring the possibility of having the human resources policies evaluated by an outside party.
- B. **In Lieu of Health Insurance Policy-** The existing policy needs to be revised to reflect the current regulations prohibiting offering the in lieu of payment to Medicare eligible staff. The policy will be discussed more in-depth at the February meeting.
- C. **2019 Audit-** Audit options from Straley, Lamp, and Kraenzlein were reviewed. It was moved by Krajniak with support from Meneghel to select the option with compiled financial statements and footnotes at a cost of \$4,980. The motion passed.
- D. **Other-** Additional correspondence was received regarding the Grinch.

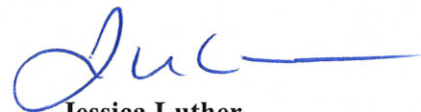
Development Report: Luther reviewed the written report. She added that she and Sara Grochowski would be exploring Edelweiss for collection development needs.

Adjournment: President Garber declared the meeting adjourned at 5:20 p.m. The next regular meeting will be Wednesday, February 19th at 4:00 pm.

Respectfully submitted,



Ron Meneghel
Vice-President



Jessica Luther
Recording Secretary