

**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, March 23, 2016 at 4:01 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Mark Hunter, Ronald Meneghel and Tammy Thomson

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

Guest: Mark Sandula, CPA, Straley, Lamp & Kraenzlein P.C.

Minutes: It was moved by Aten and supported by Meneghel that the Minutes of the February 17, 2016 meeting be accepted as presented. The motion carried.

Sandula presented the stand alone Audited Financial Statements and Other Supplementary Financial Information for the Year Ended December 31, 2014. He said that the Library's financial statements are fairly stated in accordance with accounting principles. One change that has been made is to remove the Community Foundation of Northeast Michigan's account from the Library's financial statements because the money is not an asset of the Library until asked for. The financial statements of the Foundation will be presented as a footnote. He also noted the deficit of \$23,523 for 2014 and reminded the Board to make budget adjustments prior to year end to cover any such shortfalls in future years.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented.

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

Old Business:

- A. Magness-Eubank informed the Board that interviews have concluded on two qualified candidates for the Assistant Director vacancy. He will be making a hiring decision within the next two days.
- B. The feasibility/engineering and HVAC studies on the original building are complete. Meridian Contracting indicated that in their opinion there are no structural issues with the Library. Air and Energy Consulting has offered options for improving the HVAC system. The next step for the Board will be to set a separate meeting date to develop the scope, timeframe, budget and selection of an architect for building addition plans.

March 2016

- C. It was moved by Meneghel and supported by Hunter to accept the attached policy revisions for (1) Meals and/or Refreshments and (2) Overtime and Compensatory Leave. The motion carried.

New Business: Due to time constraints, Garber directed Magness-Eubank to submit the Director's State of the Library Report to the Board for review prior to the April meeting.

Friend's Report: There was no representation present from the Friends of the Library.

Development Coordinator's Report: Luther informed the Board that an additional \$500 has been received for arts and culture programs and Summer Book Club, bringing the total to date to \$1,300. Partial funding for the Teen Maker Camp in the amount of \$800 has also been received from the Youth Advisory Council of CFNEM.

Adjournment: President Garber declared the meeting adjourned at 5:56 p.m. The next regular meeting is scheduled for Wednesday, April 20, 2016, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Meals and/or Refreshments

The Alpena County George N. Fletcher Public Library recognizes that it may be appropriate to provide meals and/or refreshments at Library meetings, programs and events, which are being held for an educational, cultural, civic and/or official business purpose. Examples of authorized expenditures include, but are not limited to: light refreshments for community/library meetings and programs for which refreshments enhance the purpose of the meeting; receptions for volunteers; Board or staff meetings at which Library business is conducted; meals provided as part of meetings with Library consultants; refreshments for staff recognition days or in-service days (2 or 3 per year); annual planning meeting for full time staff; meals provided to a committee or working group whose responsibilities require working through the meal hour; job interviews for professional and managerial positions; professional business and fundraising activities which benefit the library; and/or circumstances for which working through the meal hour is advantageous to the Library. All grant-funded meetings, programs, trainings and events will adhere to the guidelines within this policy.

Whenever meals and/or refreshments are ordered, the person making the request must indicate the date and purpose of the meeting, program or event, and identify the group in attendance. A purchase order, which includes food, delivery charges, paper goods and related supplies, will be generated prior to the program, event or meeting. If for any reason no purchase order was generated, written approval from the Director prior to payment is required. Supporting documentation must be attached to the purchase order or Director-approved payment form and submitted as part of the Library's monthly warrant to the business office and Library Board for the purposes of audit and possible reimbursement.

If petty cash is needed, the Director or his/her authorized representative, before reimbursement, must approve a petty cash slip. Supporting documentation including receipts, etc. must be attached to the petty cash slip.

Overtime and Compensatory Leave Policy

Overtime and compensatory time off is governed by the Fair Labor Standards Act. Any nonexempt employee who works over 40 hours in any workweek is eligible for overtime compensation at 1 ½ times the rate of the employee's standard hourly rate of pay. An employee may elect to receive this compensation either in the form of overtime pay or as compensatory time off. An employee must receive permission from the library director to exceed 40 hours of work in a workweek, except in emergency situations. Compensatory time off should be utilized as soon as practical after its accrual. In order to qualify for overtime or compensatory time, an individual must have completed more than 40 hours of actual work. Leave time such as sick leave or vacation time do not count towards these 40 hours.

April 2016

**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, April 20, 2016 at 4:10 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Ronald Meneghel and Tammy Thomson

Excused: Mark Hunter

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

Minutes: It was moved by Meneghel and supported by Aten that the Minutes of the March 23, 2016 meeting be accepted as presented. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented.

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

Old Business:

- A. Susan Jacobs has been hired to fill the Assistant Director vacancy. She will begin employment on May 17.
- B. A special meeting to discuss the building project is scheduled for May 20, 2016 at 12:00 noon. Magness-Eubank distributed an outline of the building project process for review.
- C.
 1. Magness-Eubank will draft an updated policy on committee structure for the Board's review.
 2. Garber will share director's evaluation examples with other trustees so that a formal review process can be established.
 3. The investment policy is currently modeled after the County of Alpena's policy. Modification is not needed at this time.

New Business:

- A. Magness-Eubank distributed the State of the Library Report for review prior to the May meeting.
- B. It was moved by Aten and supported by Meneghel to close the Library on May 24 so that staff may attend an all day in-service. The motion carried.

April 2016

- C. Unique Management, the collection agency which the Library uses to collect overdue materials and fines, will no longer be able to credit report outstanding accounts. It is unclear what effect this will have on said delinquencies.

Friend's Report: There was no representation present from the Friends of the Library.


Development Coordinator's Report: Luther shared information on Open eBooks, an app containing thousands of popular and award-winning titles available free for children. Also, the Library will be hosting a three-day professional development workshop offered through the University of Michigan to explore how maker culture can add open-ended, hands-on learning to organizations.

Adjournment: President Garber declared the meeting adjourned at 5:35 p.m. The next regular meeting is scheduled for Wednesday, May 18, 2016, at 4:00 p.m. A special meeting to discuss the building project is scheduled for Friday, May 20, 2016 at 12:00 noon.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

May 2016

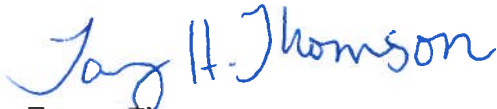
Friend's Report: Altman spoke on improvement to the Library gardens, a joint effort of the Garden Club and Friends of the Library. She also informed the Board that the Used Book Sale will take place on August 10-13 this year.

Development Coordinator's Report: Luther encouraged Board Members to register for the upcoming three-day Making in Michigan Libraries Workshop offered July 20-22 through the University of Michigan.

Director's Report: Magness-Eubank is considering a service that NEMROC offers to collect and recycle cigarette butts.

Adjournment: Vice-President Aten declared the meeting adjourned at 5:30 p.m. The next regular meeting is scheduled for Wednesday, June 15, 2016, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

**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, May 18, 2016 at 4:05 p.m. by Vice-President Marcia Aten.

Present:

Trustees: Marcia Aten, Ronald Meneghel and Tammy Thomson

Excused: Joseph Garber and Mark Hunter

Friends of the Library: Bonnie Altman

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

Treasurer's Report: The Treasurer's Report was reviewed and Aten directed that it be filed as presented.

Susan Jacobs was welcomed as the new Assistant Director.

Minutes: It was moved by Thomson and supported by Meneghel that the Minutes of the April 20, 2016 meeting be accepted as presented. The motion carried.

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

Old Business:

- A. Magness-Eubank reminded the group that a special meeting to discuss the building project is scheduled for May 20, 2016 at 12:00 noon
- B. Magness-Eubank distributed a draft policy on committee structure for the Board's review. Action was tabled until the next regular meeting.
- C. Meneghel, Thomson, Luther and Magness-Eubank briefed the group on their experiences at the Michigan Rural Libraries Conference held on May 4-6 on Mackinac Island.

New Business:

- A. A tentative agreement has been made with William Kamkwamba, The Boy Who Harnessed the Wind, to speak at the Authors in the Fall Program on September 29.
- B. Magness-Eubank informed the Board on a recent open carry incident involving a holstered pistol. He will do additional research and report at the next regular meeting as to whether or not libraries can set weapon policies.
- C. Two incidents of vandalism have occurred at the Library involving nail polish on an outdoor statue and plaque. Security camera film is being reviewed.

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

Call to Order: A special meeting of the Alpena County Library Board of Trustees was called to order on Friday, May 20, 2016, at 12:15 p.m. to discuss the building project.

Present:

Trustees: Marcia Aten, Joseph Garber, Ronald Meneghel and Tammy Thomson

Excused: Mark Hunter

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

Magness-Eubank reported that the deadline for submission of the Michigan Council for Arts and Cultural Affairs (MCACA) grant is June 1. The grant offers a 1:1 match for up to \$100,000 which could be used toward the HVAC system. The HVAC feasibility report will be available next week.

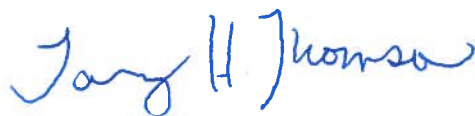
Magness-Eubank led a walkthrough of the building to assess its current condition.

It was moved by Aten and supported by Meneghel to authorize Luther and Magness-Eubank to move forward with the MCACA grant application for the HVAC system. The motion carried.

It was moved by Aten and supported by Thomson to authorize Magness-Eubank to formulate a request for proposals for architectural services for renovation of the library. The motion carried.

It was moved by Meneghel and supported by Thomson to adjourn the meeting. President Garber declared the meeting adjourned at 2:05 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

**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, June 15, 2016 at 4:04 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Ronald Meneghel and Tammy Thomson

Excused: Mark Hunter

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

Minutes: It was moved by Meneghel and supported by Thomson that the Minutes of the May 18, 2016 meeting be accepted as presented. The motion carried. It was moved by Thomson and supported by Aten that the Minutes of the May 20, 2016 special meeting be accepted as presented. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented.

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

Old Business:

A. Building Project

1. An HVAC Systems Improvement Proposal was received from Air-N-Energy Consulting, Inc. of Traverse City in the amount of \$140,000. Magness-Eubank will secure a second opinion.
2. A Request for Proposal for Architectural Services was reviewed. Deadline for submittals is July 18, 2016 at 5:00 p.m.

B. Policies

1. It was moved by Meneghel and supported by Aten to approve the attached revised policy on Board Committee Structure. The motion carried.
2. It was moved by Aten and supported by Meneghel to approve the attached policy on Firearms. The motion carried.

C. Magness-Eubank informed the Board that budget adjustments will need to be made to account for the expected \$30,000 penal fine deficit.

D. This year's Summer Book Club Kickoff will include an ice cream social on Tuesday, June 21.

E. Magness-Eubank is hearing positive feedback in the community for this year's Author in the Fall, William Kamkwamba.

- F. Target Alpena has received a preliminary estimate of \$25,000 for restoring the mural formerly displayed on the Alpena Power building. Acquisition of the artwork is being considered.

New Business:

- A. The interlibrary loan system is moving from a three- to a five- day delivery option for a lower cost due to subsidies received from Superiorland Library Cooperative for this year.
- B. The 2015 MERS (Municipal Employees' Retirement System) Valuation Report showed the Library's account funded at 78 percent, unfunded liabilities totaled \$276,635.
- C. It was moved by Aten and supported by Thomson to select audit option "A", an extension of the audit of the County of Alpena with an estimated fee of \$2,650, as submitted by Straley, Lamp & Kraenzlein, P.C. for the year ended December 31, 2015. The motion carried.
- D. Magness-Eubank reminded the Board that it is time to start planning the budget for 2017.
- E. A cigarette receptacle will be placed outside the Library entrance and NEMROC employees will maintain it.

Friend's Report: There was no representation present from the Friends of the Library.

Development Coordinator's Report: Luther reported that the MCACA grant request for \$70,000 to upgrade the HVAC system was submitted on June 1. The review committee will meet on July 22 and notifications of awards are anticipated in late August or early September. She is also researching other grant opportunities which cover a range of focuses.

Assistant Director's Report: Jacobs shared that her first major assignment is collection development including weeding and item selection.

Adjournment: President Garber declared the meeting adjourned at 5:38 p.m. The next regular meeting is scheduled for Wednesday, July 20, 2016, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Section 1.

The President will annually appoint a chair and committee members to the following standing committees: Personnel and Finance. The Finance committee shall be the President and Treasurer. Special ad hoc committees may be formed as needed.

Section 2.

Committees may be composed of Board members and non-members, including library staff, but shall never constitute a quorum of the Board,

Section 3.

Committees will only have advisory powers unless granted specific power to act by the Board.

Section 4.

The President may serve as an ex-officio member of all Board committees.

Firearms:

The Library does not permit the possessing of firearms in the course of employment, including the keeping and storing of concealed weapons on library premises. The Library may make an exception for trained security personnel or members of law enforcement who are also employees of the Library.

**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, July 20, 2016 at 4:03 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Mark Hunter, Ronald Meneghel and Tammy Thomson
Staff: Beth DeCaire, Susan Jacobs, Jessica Luther and Eric Magness-Eubank

Minutes: It was moved by Thomson and supported by Meneghel that the Minutes of the June 15, 2016 meeting be accepted as presented. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented.

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

Old Business:

A. Penal Fines/2016 Budget Adjustments

The 2016 penal fine distribution is \$117,756.04, which is \$27,243.96 short of the budgeted amount. Magness-Eubank will prepare budget modifications for discussion at the August Board Meeting.

B. 2017 Budget/Personnel

President Garber appointed Thomson, Meneghel and himself to the 2017 Budget Committee. Budget Committee Meetings will be posted. Magness-Eubank will coordinate a meeting of the Personnel Committee, Aten and Meneghel, who will set parameters for salaries and make a recommendation to the Budget Committee.

C. Holiday Schedule

It was moved by Hunter and supported by Aten to move New Year's Eve to a full closed holiday to align the Library's calendar with other local governmental units. The motion carried.

D. Summer Book Club

Magness-Eubank informed the Board that Carnival Day, August 3, is the same day as Children's Day at the Fair. Program attendance thus far has been excellent.

E. Authors in the Fall

Magness-Eubank reported that preparations for this year's author are going well. The science/technology theme has broadened the appeal to include a younger audience segment.

F. Building Project

Proposals were distributed from three architectural firms which will be interviewed next week: c2ae, R.S. Scott Associates and Quinn Evans. Magness-Eubank encouraged the Board to participate in the interview process.

New Business:

A. Superiorland Board Representative

There is an opportunity for representation on the Superiorland Library Cooperative Board. After a brief discussion, it was concluded that more information is needed regarding the commitment. Magness-Eubank will follow-up on this.

B. Downtown Development and Parking

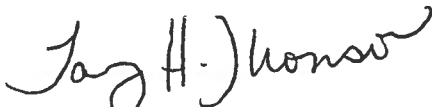
A meeting will be held on July 21 to unveil the latest plan for downtown Alpena.

Friend's Report: There was no representation present from the Friends of the Library.

Development Coordinator's Report: The request for \$70,000 to upgrade the HVAC system will be reviewed July 22. The proposal to develop a StoryWalk project was received favorably and a formal notice of the award amount is expected within the next two weeks.

Adjournment: President Garber declared the meeting adjourned at 5:38 p.m. The next regular meeting is scheduled for Wednesday, August 17, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary