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 18th, 2020 at 4:02 p.m. by President Joseph Garber.

Present:
Trustees: Mark Hunter, Kim Krajniak, Ron Meneghel, Tammy Thomson  
Via Videoconference: Joseph Garber, Eric Magness-Eubank, Beth DeCaire  
Staff: Jessica Luther

Minutes: It was moved by Krajniak and supported by Meneghel to approve the minutes of the February 19th, 2020 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 Hunter that the bills as presented be approved. The motion passed.

Friends Report: No Friends representation present. Luther shared a report from MaryAnn Crawford that the Friends added one new board member and revised their bylaws to shorten the length of time former board members needed to wait before returning. She also shared that a newsletter had gone out to the membership.

Old Business:

A. Building Project/USDA

i. Modification to Building Design- Updated plans for the building were shared with the Board. Magness-Eubank stated that the bridge design was modified to avoid cutting into structural reinforcements and steel supports.

ii. Updated Cost Estimate- An updated cost estimate was shared with the Board.

iii. Project Timeline and Phasing- Magness-Eubank shared that Quinn Evans is halfway through the production of the construction documents. He also stated that at this point he is unsure of the effect of the COVID-19 outbreak on the overall project timeline.

a. Site Survey- No updates.

b. Special Collections and Internal Moves- Magness-Eubank will be sending an RFP for moving companies. The move is estimated to cost between $90-120,000. The lease agreement for the temporary space for Special Collections was signed. The Library is scheduled to take possession of the space on April 1st.
c. **Summer Book Club 2020**- Magness-Eubank anticipates that the program should start as scheduled, however the format may be changed.

iv. **Financing Resolution to the County**- The County Board of Commissioners adopted the resolution. The period for public comment is underway.

B. **Staffing**- Magness-Eubank stated that due to staff retirements there will be the need to hire additional desk staff.

C. **Spring Author Programming**- Due to the COVID-19 pandemic, all author programming has been postponed.

D. **Policy Review**- Magness-Eubank is reviewing a list of attorneys to review the policies. He anticipates that the request will be sent to Anne Seurynck of Foster Swift Collins & Smith, PC.

E. **2019 Audit**- The representative from Straley, Lamp, and Kraenzlein was originally scheduled to review Library files at the end of March but will be rescheduled to April.

**New Business:**

A. **2020 Budget Adjustments**- Magness-Eubank indicated that there will need to be an adjustment made on the revenue.

B. **COVID-19**- The Library closed to the public on March 14th. At this time an executive order from Governor Whitmer has closed all libraries to the public across the state through the end of March. As part of this order, instructions were to have as many employees as possible work from home. Currently, all Library staff are working from home and only entering the building as needed. Staff is completing assigned tasks and participating in online professional development. All fines are being suspended and the dropbox has been locked. Magness-Eubank recommended to the board providing a form of catastrophic paid leave to the staff based on the average amount of working hours while the state of emergency is in place. It was moved by Hunter with support from Thomson to adopt the recommendation with the condition that the state of emergency be extended past April 6th, the board will revisit the subject.

C. **Staff Wellness**- Tabled.

**Development Report:** Luther reviewed the written report. She added that with the Library being closed to the public she and other staff members are working on a Library Challenge for the community to participate in. Online programming is being explored to be presented on social media and possibly through the website.

**Adjournment:** President Garber declared the meeting adjourned at 5:00 p.m. The next regular meeting will be Wednesday, April 15th at 4:00 p.m.
Respectfully submitted,
Mark Hunter
Secretary
(signed by Jessica Luther on behalf of Mark Hunter
due to COVID-19 restrictions)

Jessica Luther
Recording Secretary