

**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, December 18, 2017, at 4:04 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Kim Krajniak, Ronald Meneghel and Tammy Thomson
Staff: Beth DeCaire, Jessica Luther and Eric Magness-Eubank

Minutes: It was moved by Thomson and supported by Aten to approve the Minutes of the November 20, 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 Aten and supported by Meneghel that the bills as presented be approved. The motion carried.

Friends Report: No representation from the Friends of the Library present.

Old Business:

- A. Building Project
 - 1. Asbestos Removal – Phase II of project began December 11.
 - 2. Capital Campaign – Discussions with community leaders, including focus group meetings, are taking place.
- B. 2017 Budget Adjustments – It was moved by Krajniak and supported by Meneghel to approve the attached budget adjustments as presented. The motion carried.
- C. 2018 Budget - It was moved by Aten and supported by Meneghel to adopt the attached 2018 Budget and Salary Schedule as presented. The motion carried.


New Business:

- A. After a brief discussion, 2018 meeting dates were set for the first Thursday of each month at 4:00 p.m.
- B. It was moved by Aten and supported by Thomson to contract with Straley, Lamp & Kraenzlein to include the Library as an extension of the County of Alpena's 2017 audit in compliance with Michigan Department of Treasury requirements for a fee of \$2,695. The motion carried.
- C. Magness-Eubank discussed issues involving Superiorland Library Cooperative and the recent resignation of its director.

Development Report: Luther reported that the Library Improvement Fund has received 59 donations totaling \$12,085 to date.

Adjournment: President Garber declared the meeting adjourned at 5:30 p.m. The next regular meeting is rescheduled for Thursday, January 4, at 4:00 pm.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Categories over	
702.000 salary/per diem	6107.46
725.001 Social Security/Medicare	523.62
727.000 office supplies	317.63
727.002 thunder Bay research Center	128.94
729.002 UPRLC/SIRSI Fees	229.31
850.000 communications	513.43
900.000 print publishing bindery	58.4
910.000 insurance	10.41
920.000 utilities	936.41
962.000 County settlements	262.71
970.000 Besser Foundation	1990
995.000 MCACA Expenses (asbestos)	10901
 Total	 21979.32

From	
970.001 Library Capital Outlay to 995.000	10901
989.003 Alpena Book Festival to 970.000	1166
989.000 Programs to 970.000	824
977.000 Equipment to 962.000	262.71
742.000 Audio/Visual to 920.000	936.41
860.000 Travel to 910.000	10.41
894.000 READ to 850.000	513.43
730.000 Merchandising to 900.000	58.4
740.000 Books to 729.002	229.31
801.000 Professional Servies to 727.002	128.94
775.000 Repair & Maintenance to 727.000	317.63
725.004 In lieu of ... to 725.001	523.62
725.003 Hospitalization to 702.000	3400
725.004 In lieu of ... to 702.000	900
989.001 Authors to 702.000	1807.46
 total	 21979.32

2018 Budget Projection Income	
403.000 · Millage	900,000.00
566.000 · State Aid	19,354.00
566.001 · Renaissance Zone	2,000.00
572.000 · LSTA	
574.000 · Single Business Tax	35,000.00
575.000 · MCACA Income	
577.000 · National Endowment Arts Income	
581.000 · MI Humanities Council	
628.000 · Photocopy Fees	8,000.00
643.000 · ILL-MelCat	500.00
656.000 · Book Fines	5,000.00
657.000 · Penal Fines	115,000.00
658.000 · Book/Video Material Replacement	1,500.00
665.000 · Interest on Investments	4,000.00
666.000 · Change in fair value/Foundation	
669.000 · Conference Room Rental	250.00
670.000 · H.W. Wilson Grant-StaffTraining	
675.001 · Library Improvement Fund	15,000.00
675.002 · Memorials	5,000.00
675.003 · Besser Grant	2,000.00
675.004 · Community Found. of NE MI	2,000.00
675.005 · Friends of the Library	8,000.00
675.006 · LAN Fees	650.00
675.007 · REad for ADulTs Program	1,000.00
675.008 · Author Income	1,000.00
675.009 · Summer Book Club/Carnival	100.00
675.010 · Cheboygan Arts Council	
675.012 · Programs	100.00
675.015 · Olive Steele Fund	600.00
675.016 · Robert Haltiner Book Sale	200.00
675.019 · Thunder Bay Research Center	5,000.00
675.024 · USF - Universal Service Fund	3,000.00
676.000 · Director's Salary Reimbursement	3,000.00
694.000 · Miscellaneous	5,000.00
Transfer from fund balance (Millage)	
Transfer from Alice Wolf fund	
695.000 · Gifts/Grants	1,000.00
out of district fee	2,000.00
	<u>1,132,054.00</u>

2018 Budget Expenses

702.000 · Salaries/Per Diem	545000
725.001 · Social Security/Medicare	40000
725.002 · Retirement/MERS	47000
725.003 · Hospitalization	125000
725.004 · "In Lieu of..." Hospitalization	6000
725.006 · Insurance Deductible	
725.008 · Life Insurance	1625
725.009 · Workers Compensation	2500
727.000 · Office Supplies	14000
727.001 · LAN/Copier Supplies	
727.002 · Thunder Bay Research Ctr	2300
727.004 · Alpena History Room	
728.000 · Postage	2000
729.002 · UPRLC/SIRSI fees	26000
740.000 · Book Collection	54000
740.001 · Databases	4500
740.002 · E- Media Services	5000
741.000 · Periodicals	8100
742.000 · Audio/Visual	5500
775.000 · Repair/Maintenance	17000
801.000 · Professional Services	5000
816.001 · Audit/Financial Oversight	6212
850.000 · Communications	11179
850.001 · Lib.MI Foundation-Noteable Book	
860.000 · Travel	3000
894.000 · READ for Adults	3000
900.000 · Print/Publishing/Bindery	9000
910.000 · Insurance	5300
910.001 · Kathy Currier Condo Assoc Exp	1565
915.000 · ILL (Interlibrary Loans)	300
920.000 · Utilities	29500
920.001 · Energy Upgrades	
930.000 · Equipment Agreements	
962.000 · County Settlements	1500
970.000 · Besser Foundation	2000
970.001 · Library Capital Outlay	90000
970.002 · Board Restricted	
975.000 · National Endowment Arts Expense	
977.000 · Equipment	5000
977.001 · Technology Replacement	2000
985.000 · Summer Book Club/Carnival Exp	7473
987.000 · Robert Haltiner Book Sale Exp	
989.000 · Programs Expense	13500
989.001 · Authors	25000
994.000 · LSTA Expenses	
996.000 · MI Humanities Council Expenses	
999.000 · Training	6000
millage	
Total Expense	
Net Ordinary Income	
Net Income	1132054

2018 Alpena County George N. Fletcher Public Library Salary Schedule

Position Category	Included Positions	Salary Minimums	Salary Maximums
Library Director	Library Director	\$35	\$36.03
Senior Administrators/Department Heads	Assistant Director, Business Manager, Heads of Major Service Areas	\$12	\$30
Service Assistants	Most service staff or paraprofessional assistants	\$9.25	\$18
Maintenance	Maintenance & Cleaning	\$9.25	

This amounts to a 2.5% base increase, including for Library Director

Position adjustments for

Assistant Director & Public Service Department Head

Performance & additional duty adjustments for certain Senior Administrators/Department heads