

**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, November 20, 2017, at 4:03 p.m. by Vice President Marcia Aten.

Present:

Trustees: Marcia Aten, Ronald Meneghel, Tammy Thomson

Excused: Joseph Garber

Late Arrival: Kim Krajniak (4:05 p.m.)

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

Minutes: It was moved by Thomson and supported by Meneghel to approve the Minutes of the October 23 meeting. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed. It was moved by Meneghel and supported by Thomson that it be filed as presented, subject to final audit. The motion carried.

Review and Approval of Bills: It was moved by Krajniak and supported by Thomson 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 will begin December 11.
 2. HVAC Upgrades – The option of a separate zone for the Special Collections area is being reviewed.
- B. Capital Campaign – LIF annual appeal mailing is being prepared with an invitation for recipients to attend a focus group meeting on December 7 at 6:30 p.m.
- C. 2017 Budget Adjustments – It was moved by Meneghel and supported by Krajniak to approve the attached budget adjustments as presented. The motion carried.
- D. 2018 Budget
 1. Health Insurance – It was moved by Meneghel and supported by Thomson to accept the Personnel Committee's recommendation to renew the current Blue Cross/Blue Shield of Michigan health insurance plan which includes an approximate 8% increase for eligible library staff. The motion carried.
 2. Salary Schedule – Magness-Eubank presented a draft budget which included salary increases across the board with exceptions for merit and position changes.
 3. DDA Tax Recapture – Krajniak distributed DDA Budget information. No action was taken to change tax allocation.

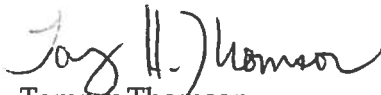
New Business:

- A. Susan Jacobs has resigned her position as Assistant Director to accept employment in Canton, OH.
- B. Jessica Luther has been named Assistant Library Director.
- C. Christina St. John has been promoted to Department Head of Public Services.
- D. Kellie Poli, Circulation Clerk, will be resigning effective December 31. Interviews are taking place to fill the vacancy.

Development Report: Luther announced that WCMU Public Television will host a special screening of the second season of Victoria at the Library on December 5.

Adjournment: Vice President Aten declared the meeting adjourned at 5:21 p.m. The next regular meeting is rescheduled for Monday, December 18, at 4:00 pm.

Respectfully submitted,


Tammy Thomson
Secretary


Beth DeCaire
Recording Secretary



Alpena County George N. Fletcher Public Library

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To: Library Board

From: Eric Magness-Eubank

2017 Budget Adjustments November Board Meeting

Categories needing additional funds:

740.001 Databases	\$500
775.000 – Repair & Maintenance	\$1,000
910.000 – Insurance	\$500
920.000 – Utilities	\$1000

Total: \$3000

Will to be taken from category 989.001 Authors