

**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, September 16th, 2020 at 4:05 p.m. by President Joseph Garber.

Present:

Via Videoconference:

Trustees: Joseph Garber, Mark Hunter, Ron Meneghel, Tammy Thomson

Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Don La Barre

Friends of the Library: Mary Ann Crawford

Minutes: It was moved by Meneghel with support from Thomson to approve the minutes from the August 19th regular board meeting. The motion passed. It was moved by Meneghel with support from Thomson that the minutes from the August 24th special board meeting be approved. 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 Thomson and supported by Meneghel that the bills as presented be approved. The motion passed.

Friends Report: Crawford reported that the Friends have been meeting via Zoom. They have acquired 28 additional membership renewals bringing total membership income up to \$4185.00 which is roughly \$1500 less than 2019. The Friends have agreed to purchase a new drop box for the Library. She added that a Little Free Library will be installed at Campbell Street and First Avenue by the end of the week.

Old Business:

A. Board Vacancy- Magness-Eubank stated that Kimberley Krajniak's resignation from the Board of Trustees was effective August 31st and the county offices should be advertising the vacancy this month. He added that since Krajniak was Treasurer an interim will need to be appointed to perform those duties until regular officer elections in February.

B. Building Project

- a. Contractor Protest-** The board's denial of the protest from C.E. Gleeson was sent to their attorney and there has not been a reply.
- b. Furniture and Equipment Package-** The design packet from Quinn Evans was sent to the board. Magness-Eubank stated that one of the more important items to work out is the shelving for the collection.
- c. Asbestos Removal-** Magness-Eubank reported that the remediation is projected to be completed September 23rd or 24th. Air quality testing will be completed before Meridian will begin the renovation.

- d. **Contractor Progress-** Magness-Eubank shared that Meridian is in the process of acquiring the necessary permits for the project. Meridian will be sending an updated breakdown of the bid estimate to aid in cash-flow projections for the project. He added that the subcontractor list has been sent to the board.
 - e. **Other-** A resolution was presented for board approval to direct the Alpena County Building Authority to pay bills related to the construction project in the amount of \$117,164.10. A copy of the signed full resolution is attached.
- C. Services from Bear Pointe Plaza location:** Magness-Eubank reported that curbside service is going well. He added that he is working on some issues with updating the space with the owner.
- D. COVID-19/State of Emergency:** Magness-Eubank stated that the newest set of Executive Orders resumes restrictions on in-person gatherings. He added that a few staff members have been ill and that return to work procedures are being examined to ensure they are following the state guidelines.
- E. 2020 Budget Adjustments:** Magness-Eubank reported that an adjustment will be coming due to construction funding. He will present it at a future meeting.
- F. Statement of Values:** A draft statement and a copy of the American Library Association's Code of Ethics were emailed to the board. It was moved by Meneghel with support from Hunter to table the discussion. The motion passed.
- G. Other-** Meneghel requested that Garber appoint an additional member to the library's Personnel Committee with the resignation of Krajniak. Garber stated that he will do so at the next regular board meeting.

New Business:

- A. **Appointment-based Services for Special Collections-** A copy of the proposed guidelines for in-person services at Special Collections was reviewed. It was moved by Hunter with support from Thomson to accept these guidelines with the understanding that they will be subject to revision if needed. The motion passed.
- B. **2021 Budget-** Magness-Eubank stated that he has begun work on the 2021 budget.

Development Report: Luther reviewed the written report. She also shared that she will be working with staff to put together promotions for Banned Books Week and Tina St. John has created a downtown "Choose Your Own Adventure" program for all ages.

Adjournment: President Garber declared the meeting adjourned at 5:23 p.m. The next regular meeting will be Wednesday, October 21st at 4:00 pm.

Respectfully submitted,



Mark Hunter

Secretary

(signed by Jessica Luther on behalf of Mark Hunter
due to COVID-19 restrictions)



Jessica Luther

Recording Secretary