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 20th, 2020 at 4:00 p.m. by President Joseph Garber.

Present:
Via Videoconference:
  Trustees: Joseph Garber, Mark Hunter, Kimberley Krajniak, Ron Meneghel, Tammy Thomson
  Friends of the Library: Mary Ann Crawford
  Staff: Eric Magness-Eubank, Beth DeCaire, Don La Barre, Jessica Luther
  Guests: Ann Dilcher, Dan Clunis of Quinn Evans

Minutes: It was moved by Meneghel with support from Thomson to approve the minutes from the April 15th, 2020 regular board meeting. The motion passed. Thomson moved to approve the minutes from the May 5th, 2020 special board meeting with support from Krajniak. The motion passed.

Garber requested that the order of business be changed to address the Building Project with the representatives from Quinn Evans.

Building Project: The finalized plans, phasing documents, and project manual were reviewed. Dilcher shared that some refinement had been done to the teen area and the youth services office. She stated that she will prepare the bid documents once the plans have been approved. The project phasing and timelines were discussed including the need for asbestos abatement. Magness-Eubank shared that the staff expressed concerns about not providing services to the public and that the library will need to provide some sort of collection access. It was moved by Hunter with support from Meneghel that options for phasing the project out or completing the renovation all at once will be presented in the bid document and to approve the finalized plans, phasing documents, and project manual. The motion passed.

Dilcher and Clunis left the meeting.

Resumption of agenda.

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 first set of bills as presented be approved. The motion passed. It was moved by Meneghel with support from Krajniak that the second set of bills as presented be approved.

Friends Report: Crawford stated that the Friends met via Zoom. Membership checks have been
collected from the Library and totaled $2500. She shared that this down by about 50% from last year but it optimistic that the numbers will go up. The Friends will send out another newsletter once the Library has a timeline for the building project and resuming public services.

**Old Business:**

**A. COVID-19**

a. **State of Emergency**- Magness-Eubank shared that it is the opinion of Michigan Library Association that despite libraries not being open staff can be on the building premises under certain conditions outlined by MI-OSHA. He stated that it will allow staff to pick up personal items and work materials so that they may do more from home. He added that this will allow staff to maintain the building.

b. **HVAC**- Final completion of the HVAC is underway with a small amount of ductwork remaining. The timeline for completion is uncertain.

c. **Other**- Magness-Eubank stated that he is exploring the possibility of having sneeze guards fabricated and installed. He added that the facilitation of the return of materials currently being held by patrons and the appropriate quarantine procedures will need to be followed. The CDC and IMLS joint research on the lifespan of the virus on library materials is set to be released in mid-June. The staff has been working on various plans for resuming services dependent on what the board decides.

**B. Building Project/USDA**

a. **Moving Services/RFP**- Magness-Eubank shared that the moving companies would need a 3-4-week lead time to schedule and execute the project. The decision on whether or not to phase out the building project will have a significant impact on what would be required of the company.

b. **Project Timeline and Phasing**- Garber recommended scheduling a special board meeting to discuss the phasing and the continued closure of the library building.

c. **Asbestos Removal**- After speaking with the contractor, Magness-Eubank stated that the soonest the project could begin would be the end of June or beginning of July.

d. **Financing**- Magness-Eubank will be speaking with John Axe of Clark Hill regarding bond sales and will update the board afterwards.

**New Business:**

**A. Personnel Committee**- The committee met to discuss hazard pay compensation to essential library workers. They are exploring utilizing a similar mechanism used by All Saints, compensating staff $25 per incident of needing to go out into the public. This compensation would be backdated to the closure of the building; however, details still need to be worked out. A recommendation will be made at the next regular board meeting.

**B. Microsoft Grant**- Magness-Eubank shared that the Library was selected to receive Wi-Fi access points to extend the signal of the public network. Logistics with hardware will need to be resolved prior to accepting the grant.

**Development Report:** Luther reviewed the written report. She added that the Library staff have put together a Dial-A-Story program for children and adults and Summer Book Club planning is going full
steam with virtual and remote programming plans for children, teens, and adults. She is also working on updating the Library’s Google Ads to help promote the Library’s digital offerings.

**Adjournment:** President Garber declared the meeting adjourned at 5:34 p.m. The next regular meeting will be Wednesday, June 17th 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