

**Minutes of a Special Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees**

Call to Order: A special meeting of the Alpena County Library Board of Trustees was called to order on Tuesday, May 5th, 2020 at 4:05 p.m. by President Joseph Garber.

Present:

Via Telephone:

Trustees: Ron Meneghel, Mark Hunter (4:16 pm)

Via Videoconference:

Trustees: Joseph Garber, Kimberley Krajniak, Tammy Thomson

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

Friends of the Library: Mary Ann Crawford

Old Business:

A. COVID-19-

- a. Executive Orders 69-70: Magness-Eubank discussed the impact of the Governor's Executive Orders 69 and 70 on the library. It is his understanding that the earliest staff might be able to return to the building would be May 15th with public service being allowed after May 28th barring any additional executive orders being issued.
- b. Books by Mail: Magness-Eubank shared that he is exploring the option of books by mail and potential contactless pick up system for materials. He does not recommend attempting curbside service for two reasons, the library does not have a good location to use as a pick-up location and there has been a noticeable spike in infections in libraries offering the service. He anticipates an initial funding need for the books by mail service of \$2,000 with a potential launch of June 1st.
- c. Reopening Plans: Magness-Eubank stated that he is working with staff to work out plans for when service to the public will be allowed. Frank's Key and Lock and Alpena Glass have been contacted in regards to installing sneeze guards at the service desks. He added that he is working with the Superiorland Library Cooperative to secure non-medical grade PPE. A phased reopening plan with guidelines was shared with the Board with the understanding that the staging is very tentative. Public computing access options are being investigated.

(4:16 pm Hunter joined by phone)

- d. Other: Magness-Eubank shared that staff are calling older patrons to check-in on them. He added that Judy Cross has made masks for the staff and their families. Meneghel asked if it would be to the library's benefit to remain closed to the public and begin the building renovation. Magness-Eubank will contact Quinn Evans to

discuss the feasibility of that approach.

- e. Personnel- Magness-Eubank stated that during the period of closure some employees, because of their essential nature, have been working especially hard while there are others struggling to keep busy. He would like to discuss some form of hazard compensation or performance bonus. Meneghel suggested that the Personnel Committee meet to discuss recommendations to the board. Magness-Eubank requested that the personnel committee meet to discuss same, and other personnel issues he needs to cover. Garber directed personnel committee to meet based on Meneghel's suggestion and Magness-Eubank's request.

B. Building Project-

- a. Finalized Plans- Magness-Eubank shared that he reached an agreement of the furniture package design fee. Finalized plans should be ready for the board to review in advance of the May 20th regular meeting and the project will be ready to bid. Ann Dilcher will attend the meeting and members of the board were instructed to send any questions on the plans to Magness-Eubank.
- b. HVAC- Work is being done on the second phase of the new HVAC install and should be functioning by the end of the month.

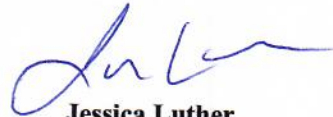
Adjournment: President Garber declared the meeting adjourned at 5:06 p.m. The next regular meeting will be Wednesday, May 20th at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary

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



Jessica Luther
Recording Secretary