

**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 Friday, August 10, 2018, at 10:00 a.m. by President Joseph Garber.

**Present:**

Trustees: Marcia Aten, Joseph Garber, Kim Krajniak and Ronald Meneghel

Excused: Tammy Thomson

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

**Minutes:** It was moved by Krajniak and supported by Aten to approve the Minutes of the July 18 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 Meneghel and supported by Krajniak that the bills as presented be approved. The motion carried.

**Friends Report:** No representation from the Friends of the Library present. The Memorandum of Understanding between the Library and the Friends of the Library, as amended, has been approved by the Friends. Minutes and financials from their meetings will be made available for inclusion in Board of Trustees meeting packets.

**Old Business:**

- A. Friend's Memorandum of Understanding - It was moved by Aten and supported by Krajniak to accept the attached Memorandum of Understanding between the Library and the Friends of the Library. The motion carried.
- B. Building Project -
  - 1. USDA Loan Preapplication/ Application Guide was distributed and discussed.
  - 2. NEH Infrastructure Grant Application was unsuccessful.
  - 3. HVAC Options - It was decided to pursue the entire building/HVAC project dependent on funding and time constraints in relation to the USDA loan application process.
- C. Building Siding - It was moved by Aten and supported by Meneghel to authorize Magness-Eubank to move forward on discussions with Dr. Currier regarding siding repair on the shared portion of the building. The motion carried.
- D. Summer Book Club - Although the event was well organized, attendance numbers were down this year.

**New Business:**

- A. Fall Programming - Adult and teen programming is being scheduled and will include a music series and some teen movie nights.
- B. Flagpole - The existing flagpole was donated by VFW approximately 40 years ago and is in need of replacement. Magness-Eubank will contact the group to see if there is interest in funding for a new pole.
- C. Audit - Trustees authorized Magness-Eubank to discuss a billing issue with Straley, Lamp & Kraenzlein, P.C.
- D. NorthEast Michigan Fiber Consortium - It was moved by Krajniak and supported by Aten to approve a new Membership Agreement (Revised 03/14/18) with the NEMiFC. The motion carried.

**Development Report:** A total of 25 teens registered for the teen summer program, which has resulted in the establishment of a Teen Advisory Board.

**Meeting Schedule:** It was moved by Meneghel and supported by Krajniak to move the regular monthly meetings to the third Wednesday of the month at 4:00 p.m. beginning with the September meeting. The motion carried.

**Adjournment:** President Garber declared the meeting adjourned at 11:10 a.m. The next regular meeting is rescheduled for Wednesday, September 19, at 4:00 p.m.

Respectfully submitted,



Joseph Garber  
President



Beth DeCaire  
Recording Secretary

## Memorandum of Understanding between the Alpena County George N. Fletcher Public Library and the Friends of the Alpena County George N. Fletcher Public Library

The following will constitute an operating agreement between the Friends of the Alpena County George N. Fletcher Public Library (Friends) and the Alpena County George N. Fletcher Public Library (Library). This agreement will last for one year from the date of execution. It may be annually renewed by the consent of both parties.

The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support. The Library may also submit specific requests at any regular board meeting of the Friends.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials. The Library shall not furnish consumable office supplies, except at the same cost afforded the general public.

The Library Director, or designee, shall provide the Friends a monthly report on the Library board meeting and the regular activities of the Library. The Friends shall provide the Library board with a monthly report on their activities.

The Library agrees to provide usage of public meeting space for Friends regular and committee meetings. Regular meetings shall be considered standing pre-scheduled meetings with first priority for meeting space. Rescheduled meetings or committee meetings shall be subject to the normal availability of the Library's meeting space.

The Library agrees to provide the Friends with a filing cabinet for official records and limited storage of other items on a case by case basis. The Library will provide space for book storage for the annual book sale for 45 days prior to the sale. The Library will provide access to public meeting space and equipment for a full week during the sale itself, including the time of set-up and take down.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the Library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.

The Friends agree that any and all monies raised will be spent exclusively for Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

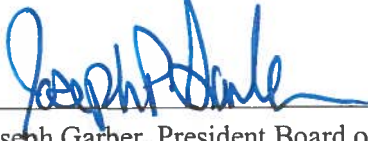
The Friends agree that the Library administration has the final say in accepting or declining any and all gifts made to the Library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library

and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband and turn over all existing assets to the Library within 90 days of the event, allowing for a new Friends group to be established in the future.

This agreement was adopted by resolution of the Board of Trustees of the Alpena County George N. Fletcher Public Library on August 10, 2018 and by resolution of the Board of Directors of the Friends of the Alpena County George N. Fletcher Public Library on August 8, 2018.



---

Joseph Garber, President Board of Trustees (Library)

---

Bonnie Altman, President Board of Directors (Friends)