

**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, January 20, 2016, at 4:10 p.m. by President Joseph Garber.

**Present:**

Trustees: Marcia Aten (via telephone), Joseph Garber, Mark Hunter and Tammy Thomson

Excused: Ronald Meneghel

Friends of the Library: Bonnie Altman

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

**Minutes:** It was moved by Hunter and supported by Thomson that the Minutes of the December 16, 2015 meeting be accepted as presented. The motion carried.

**Treasurer's Report:** It was moved by Hunter and supported by Aten that the treasurer's report be filed as presented. The motion carried.

**Review and Approval of Bills:** It was moved by Hunter and supported by Thomson that the bills as presented be approved. The motion carried.

**Friends Report:** Altman reported that membership forms have been sent out.

**Old Business:**

- A. Magness-Eubank informed the Board that the Assistant Director vacancy will be posted with the American Library Association including a salary range. Duties previously performed by the Assistant Director are being passed out to staff until the position is filled.
- B. It was moved by Aten and supported by Hunter to approve job description modifications as presented. The motion carried.
- C. Magness-Eubank contacted Phil Straley from Straley, Lamp & Kraenzlein and informed him that the Board would like the complete audit performed for 2014 as previously requested but not produced. Straley, Lamp & Kraenzlein agreed to complete the audit as requested.
- D. Magness-Eubank shared an outline of the process of a building project. It was moved by Thomson and supported by Aten to have Magness-Eubank proceed with the HVAC and feasibility/engineering study on the original building. The motion carried.

Garber informed the group that Board Meetings will need to be lengthened or held more often to accommodate building project planning.

It was moved by Hunter and supported by Thomson that the Minutes of the January 6, 2016 Strategic Planning Session be accepted with corrections. The motion carried.

- E. After reviewing an opinion by Margie Haaxma, Broker/Owner of Banner Realty, it was moved by Aten and supported by Hunter to decline a proposed donation of land parcels outside of Oscoda County. The motion carried.
- F. It was moved by Hunter and supported by Aten to allow Alpena Community College and Besser Museum to jointly host the State Historical Society Conference in 2016 at the Library with Magness-Eubank to oversee it. The motion carried.

**New Business:**

- A. Magness-Eubank discussed information from the Michigan Municipal League regarding SB 571 which includes language on permissible and prohibited activities by public bodies on election-related issues.
- B. A schedule of Board Meeting Dates, the third Wednesday of each month, for 2016 was distributed.
- C. Magness-Eubank encouraged the Board to attend the READ 30<sup>th</sup> Anniversary Open House on Tuesday, January 26, at 4:00 p.m. The first distribution of \$1,500 from the Newport Endowment Fund will be received at said open house.
- D. Magness-Eubank informed the Board that a new Cub Cadet snow blower will be purchased from Bader Bros. in Hillman for snow removal at the Library.
- E. Magness-Eubank will put together a policy review packet for the February Board Meeting.

**Development Coordinator's Report:** Luther informed the Board that a total of \$11,235 has been received for the library improvement campaign.

**Adjournment:** President Garber declared the meeting adjourned at 5:30 p.m. The next regular meeting is scheduled for Wednesday, February 17, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson  
Secretary



Beth DeCaire  
Recording Secretary

**Minutes for the meeting of the Alpena County George N. Fletcher Public Library  
Board of Trustees' Strategic Planning Session**

**Wednesday, January 6, 2016 at 4 p.m.**

**Present:** Joe Garber, Marcia Aten, Ronald Meneghel, Mark Hunter, Tammy Thomson, Eric Magness-Eubank and Jeanne Ludlow.

Questions posed for discussion included:


- 1) Should we lease/purchase Dr. Currier's first floor space now?
- 2) What is it worth to us?
- 3) How much can we afford?
- 4) How could we stage the reconstruction of the existing sq. footage without the additional space from Dr. Currier?


An informal commercial appraisal, of Dr. Currier's existing 8,000 sq. ft. space, by Paul Rose placed the value at \$5 to \$6 per sq. ft. or a purchase value of \$240,000 to \$288,000.

Magness-Eubank and Garber met with Dr. Currier previous to Rose's appraisal to discuss his future plans and his willingness to sell.

There were lengthy discussions on possible uses for the first floor of Dr. Currier's building and possible uses of the 5 year .025 mil for capital improvements of the existing library building. The 5 year .025 mil generates approximately \$220,000 per year. Requests were tabled until the regularly scheduled board meeting for professional evaluations: of the library's HVAC system, structural soundness of the existing library structure and possible rehabbing of current library space for better use of space. The current HVAC system generates a serious humidity problem because it uses fountain water that is a constant 58 degrees to help cool and heat the library. The humid air is then forced into a tunnel that runs around the perimeter of the library causing uncontrolled humidity.

Eric presented two diagrams of the existing use of space in the library. Options for consolidation, moving of offices and a possible small expansion of the existing children area could facilitate expansion of other existing collections and services.

  
Tammy Thomson  
Secretary

  
Jeanne Ludlow  
Recording Secretary