

**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, March 24, 2017 at 2:00 p.m. by President Joseph Garber. This meeting was held in place of the March 13, 2017 meeting due to a lack of quorum.

Present:

Trustees: Marcia Aten, Joseph Garber, Ronald Meneghel

Late Arrival: Mark Hunter (2:07 p.m.)

Absent: Tammy Thomson

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

Guests: Ann Dilcher, Quinn Evans Architects; Ron Moulton, MacMillan Associates

Minutes: It was moved by Aten and supported by Meneghel to approve the attached Consent Agenda as presented. The motion carried unanimously.

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

Friends Report: No representation from the Friends of the Library present.

Old Business: Magness-Eubank updated the Board on proposed federal budget cuts that would eliminate funding for the Institute for Museum and Library Services, National Endowment for the Arts and National Endowment for the Humanities which could result in a substantial loss of revenue for the Library. He and Luther will develop a list of facts and talking points for use in taking a stand against the proposed cuts.


New Business: It was moved by Aten and supported by Hunter to choose audit option "D" stand alone audit from Straley, Lamp & Kraenzlein P.C. for the year ended December 31, 2016. The motion carried.

Development Coordinator's Report: Luther reported that WWI and America traveling exhibit and accompanying activities are wrapping up and reminded Board Members to save the date of June 10 for the 50th Anniversary Gala.

Building Project: Dilcher distributed and discussed revised building master plans and cost estimates. Moulton reviewed the mechanical systems field work summary. It was moved by Hunter and supported by Meneghel that Garber, Magness-Eubank and DeCaire meet to determine amount of funds immediately available for building project use and present the amount to the Board. The motion carried.

Adjournment: President Garber declared the meeting adjourned at 3:35 p.m. The next regular meeting is scheduled for Monday, April 17, 2017 at 4:00 pm.

Respectfully submitted,


Joseph Garber
President


Beth DeCaire
Recording Secretary

Alpena County George N. Fletcher Public Library March 24, 2017 Consent Agenda

Action Item #	Action Requested	Keep on Consent Agenda (y/n)	Withdraw from Consent Agenda (Requested by)
1	Approval of Minutes from February 20, 2017 meeting & February 27, 2017 meeting		
2	Approval of Treasurer's Report		
3.	Approval of request to close Library for Inservice day on Wednesday May 10, 2017. Purpose of Inservice: Health & safety training		
4.	Approval of request to extend unpaid leave of absence to Robert Lyngos to no later than 5.31.2017		
5	<p>Change language of Delinquent Patron policy (c.f. page 5 policy manual) from: <i>"The Library reserves the right to withhold library services to delinquent borrowers, that is, those who have accumulated unpaid fines or fees of \$15.00 or more or have any materials overdue. Delinquent patrons who have been sent to Unique Management for collections will be required to pay fines and fees down to \$0 before checking out additional materials. The action can only be taken with the approval of the Director or department heads providing that the action is consistent with operating policy parameters."</i></p> <p>to</p> <p>Proposed new text: <i>"The Library reserves the right to withhold library services to delinquent borrowers. A delinquent borrower is defined as one having accumulated unpaid fines and fees of \$15 or greater or has borrowed materials that are 60 days overdue. The library may refer these delinquent accounts to either a collection agency or the county prosecutor. Any additional fees imposed by an outside agency or service shall be added to the delinquent account. Patrons who have been referred to an outside agency will be required to pay their outstanding account in full before borrowing privileges will be restored. The library director is authorized to negotiate and compromise fines and fees and material charges on a case-by-case basis."</i></p>		
6	Remove Telefax by Public policy from policy manual page 9		

7	Insert at will employment language on page 30 of policy manual under "General Principles". Note existing at will employment language currently exists on page 46 of policy manual. Insert section: "d. The Library is an at-will employer. Nothing in the personnel policy or employee handbook should be construed as altering the at-will relationship."		
8	Insert FOIA reference to personnel policy manual on page 30 at end of last section of Personnel Records Policy Insert: ", except to the extent these records are subject to the Freedom of Information Act. "		
Consent agenda vote			
<u>AYES</u>		<u>NAYS</u>	