

**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 Monday, May 22, 2017 at 4:05 p.m. by President Joseph Garber.

**Present:**

Trustees: Marcia Aten, Joseph Garber, Mark Hunter, Ronald Meneghel, Tammy Thomson

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

**Minutes:** It was moved by Aten and supported by Thomson to approve the Minutes of the April 17, 2017 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 Hunter that the bills as presented be approved. The motion carried.

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

**Old Business:**

- A. 2016 Audit – The full audit is nearing completion and results will be presented at a future meeting.
- B. Building Project
  - 1. HVAC contract has been received from Quinn Evans, but requires modifications. A revised version will be presented to the Board at a future meeting for approval.
  - 2. Environmental Assessment – Assessment has been completed and has revealed the presence of asbestos. Since the cost of removal is not yet known, it was moved by Hunter and supported by Aten to authorize Magness-Eubank to sign an abatement agreement with Environmental Asbestos Services in an amount not to exceed \$3,000. The motion carried
  - 3. Capital Campaign Update – A draft case statement was distributed for Board review.
  - 4. Master Plan Update – Magness-Eubank received a second draft copy today and will email it to the Board for comments.
- C. Federal Budget Update – The proposed federal budget which originally included cuts in library related funding received an increase. The budget will be revisited in August.
- D. 50<sup>th</sup> Anniversary Gala – Planning is nearing completion and donations for the wine pull are needed, either monetary or bottles of wine valued at \$15 or more.

E. 2017 Budget Adjustments – It was moved by Meneghel and supported by Aten to add the following accounts to the budget:

Income:

404.000 Personal Property Tax Reimbursement

580.000 Special Events

Expense:

971.000 Friends of the Library

986.000 Special Events/Fundraising

990.000 Community Foundation of NEM

Dollar amounts and additional adjustments will be presented at the June meeting for approval. Construction in Progress (185.000) will be added to the balance sheet as a fixed asset.

**New Business:**

A. NASA Grant – The Library was selected to participate in the NASA @ My Library program through ALA. Tina St. John will manage the project which will run for 18 months.

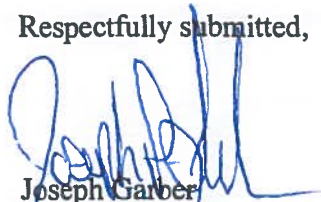
Thomson left the meeting at 5:30 p.m.


B. StoryWalk – A grand opening for Otter Out of Water is scheduled at Bay View on June 3 at 11:00 a.m.

C. Alpena Police Department Calls – Statistical information (2010-2017) was shared with the Board regarding calls from the Library to Alpena Police Department.

**Adjournment:** President Garber thanked Mark Hunter for his service on the Board and declared the meeting adjourned at 5:45 p.m. The next regular meeting is scheduled for Monday, June 19 at 4:00 pm.

Respectfully submitted,

  
Joseph Garber  
President

  
Beth DeCaire  
Recording Secretary