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, November 20th, 2019 at 4:02 p.m. by President Joseph Garber.

Present:
Trustees: Marcia Aten, Kim Krajniak, Ron Meneghel, Tammy Thomson
Via Videoconference: Joseph Garber
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther
Guest: John Axe, Clark Hill, PLC

Minutes: It was moved by Aten and supported by Meneghel to approve the minutes of the October 16th,
2019 regular board meeting. The motion passed.

Agenda item Financing Resolution to the County was moved up the agenda out of consideration for the
guest, John Axe of Clark Hill, PLC.

Financing Resolution to the County- Axe reviewed the packet which includes a draft of a resolution
requesting the Alpena County Commissioners to adopt a resolution for the purpose of the remodeling of
the Alpena County Library through the Alpena County Building Authority. Additionally the packet
includes appendices of a resolution to approve plans, cost estimate, estimate of the period of usefulness,
and lease contract, notice of intention of the County of Alpena to enter into a lease contract with the
Alpena County Building Authority and notice of right to petition for referendum, and a form of
declaration of official intent. Axe also reviewed a draft resolution approving sublease to approve
financing improvements to a library building through the Alpena County Building Authority. The
proposed timetable for the process will be for the Library Board of Trustees to approve the resolution
requesting the Board of Commissioners to adopt the resolution for the Building Authority and complete
the 45 day referendum period before March in order for the project to be ready for bid proposals in April.
Magness-Eubank shared a debt service analysis of USDA funding in comparison to public sale of bonds
for the project. Based on this comparison, public sale of the bonds would involve less cost. Concerns
were raised in regard to the original Library deed, Magness-Eubank will examine the deed to determine
that the process through the building authority will not be in violation of the terms.

Agenda resumed.

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 Krajniak and supported by Meneghel that the bills as presented be approved. The motion passed.

Friends Report: No Friends representation, however, an invitation to the FOL Holiday Party was extended to the Board of Trustees. Meneghel moved to invite members of the millage campaign committee to be the guests of the Board at the event. This was supported by Aten. The motion carried. Magness-Eubank will communicate the wishes of the Board to MaryAnn Crawford.

Old Business:

A. Budget Adjustments- Magness-Eubank will have adjustments for the December meeting.

B. Building Project/USDA
   i. Financing Resolution to the County- The members of the Board will review the documents presented by Axe in the earlier portion of the meeting and will take formal action at the December regular Board meeting.
   ii. Project Timeline- Magness-Eubank spoke with representatives from Quinn Evans and MacMillan. They will be in Alpena on December 16th and 17th, 2019 to meet with Eric, staff, and Board members. It was moved by Meneghel with support from Krajniak that the December regular meeting of the Board be rescheduled to Monday, December 16th at 4:00 pm in order to coordinate a meeting with the architects. The motion passed. A public event will be that same evening at 6:00 pm.
   iii. Project Management Structure- Magness-Eubank recommended that the Board utilize a Building Committee to include a combination of Board members, staff, and community members with construction/design knowledge to aid in the project management process. The committee will meet approximately twice a month during the next phase of the project, with the first meeting to be scheduled in December. It was moved by Aten with support by Thomson to establish a Building Committee composed of the Library Director, 1-2 Board Members, 3 staff members, and 1-2 community members with additional ad-hoc members to be included as needed at the discretion of the Library Director. The motion passed. (Thomson left meeting at 5:22 pm)

C. 2020 Budget-
   i. Health Insurance - The Personnel Committee met to make recommendations for health insurance plans. A base renewal of the current plan is projected to result in a 6% increase in premiums. It was recommended by the committee that the Library select a plan with a lower out of pocket maximum that utilizes an HSA. Concern was expressed that a change that would include higher and unexpected initial costs without a period for them to deposit money into the HSA would affect staff negatively. It was moved by Aten with support from Krajniak to select a straight renewal of the existing plan with the intent to inform staff that the organization will be shifting to an HSA plan in the future and that the Library will educate the staff on how the plans work. The motion carried. It was moved by Krajniak with support from Meneghel that the “in lieu” of amounts be doubled for the 2020 coverage year, $300 monthly for full-time employees...
and $150 monthly for qualifying part-time employees. The motion carried. DeCaire will investigate whether employees can select to receive this payment in cash instead of as a deposit into a 457b account.

New Business:

A. Staffing/Special Collections- Magness-Eubank shared that health concerns have made it unlikely that Bob Lyngos will be returning to his position. He shared that Marlo Broad will be stepping down as Head of Special Collections but has agreed to continue on in a part-time capacity to complete the extensive digitization work that needs to be done. She has requested that she be allowed to do this remotely. Magness-Eubank requested that the Board of Trustees grant him approval to override the current restrictions to the telecommuting policy as an exception for Broad. Meneghel moved to grant this approval with support from Aten with said position to be reviewed in six months. The motion passed. Magness-Eubank shared that interviews were underway for the positions of Head of Special Collections and Local History Specialist. He is confident he will have a decision by the December Board meeting. He has promoted Meg Converse to the position of Head Cataloguer with an increase in her weekly hours to 35 in order to fill the cataloging needs when Brenda Stevens retires. The remainder of her duties are being evaluated for appropriate delegation.

Development Report: Luther reviewed the written report. She added that she is trying to coordinate two events on April 24th at Alpena High School with Dr. Mona Hanna-Attisha at the request of the AHS science teachers due to the prior date conflicting with the Science Olympiad and prom.

Adjournment: President Garber declared the meeting adjourned at 6:16 p.m. The next regular meeting will be Monday, December 16th, 2019 at 4:00 pm.

Respectfully submitted,

Marcia Aten
Secretary

Jessica Luther
Recording Secretary