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, September 18th, 2019 at 4:12 p.m. by President Joseph Garber.

Present:
Trustees: Joseph Garber, Kim Krajniak, Ron Meneghel,
Via Videoconference: Marcia Aten
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther
Absent: Tammy Thomson

Minutes: It was moved by Krajniak and supported by Aten to approve the minutes of the August 21st, 2019 regular board meeting. The motion passed.

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 passed.

Friends Report: No representation. A verbal report was given by Luther that there are three new members of the Friends Board and the Friends will be providing refreshments for that evening’s program with Irene Miller.

Old Business:

A. Budget Adjustments- Magness-Eubank presented recommended adjustments to the 2019 operating budget. He indicated that it will need to be formally amended at the October regular board meeting. It was moved by Krajniak with support from Aten to accept the adjustments as presented. The motion passed.

B. Building Project/USDA
i. HVAC –Magness-Eubank reviewed a table of current and projected 2019 expenses for the building renovation, millage renewal, and HVAC installation. The rooftop unit has been installed, connecting the unit to the existing system and integration into the control unit remains to be done. A new service panel will be installed. The timeline for completion is undetermined.

ii. USDA Process Update- The USDA has reviewed the draft financial feasibility report. Some minor technical corrections have been made. Magness-Eubank thinks a confirmation to move on to next steps will be received the next week.

iii. Financing Resolution to County- A draft resolution to the Alpena County Commissioners was shared with the Board. The resolution request would authorize a
building authority to sell bonds on the Library’s behalf. Magness-Eubank recommended tabling the resolution until some clarification on concerning points can be obtained. A meeting with bond counsel will be scheduled to address any additional concerns.

iv. Special Board Meeting: Ann Dilcher of Quinn Evans will be joining the special board meeting on September 26th, 2019 via videoconference. Goals of this meeting will be to discuss the architectural contract and project structure, including phasing.

C. Siding Issue: A meeting with Dr. Currier is still in process. Magness-Eubank recommended caulking and painting the spot before the winter. Aten moved to allow Magness-Eubank to move forward with repair work on the building up to a cost of $10,000. Meneghel supported the motion. Motion passed.

D. 2020 Budget: Work on the budget is in process.

New Business:

   Project Happy: Magness-Eubank stated there have been concerns about staff morale and stress issues. He is researching a series of staff workshops on communication and mental health in November or December. Garber and Krajnia offered to attend a future staff meeting to address staff concerns regarding the building project.

Development Report: Luther reviewed the written report.

Other: Garber suggested that staff be invited to attend the special board meeting regarding the building renovation.

Adjournment: President Garber declared the meeting adjourned at 5:33 p.m. There will be a special board meeting on Thursday, September 26th, 2019 at 4:00 pm. The next regular meeting will be Wednesday, October 16th, 2019 at 4:00 pm.

Respectfully submitted,

Marcia Aten
Secretary

Jessica Luther
Recording Secretary
Minutes of a Special 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
Thursday, September 26th, 2019 at 4:04 p.m. by President Joseph Garber.

Present:
Trustees: Kim Krajniak, Ron Meneghel, Tammy Thomson
Via Videoconference: Marcia Aten, Joseph Garber, Ann Dilcher, Quinn Evans Architects
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther

Request for Recording of Board Meeting: The Board tabled a discussion regarding the recording of
Board meetings in order to review the legal record keeping requirements and technological needs. It was
moved by Meneghel and supported by Krajniak to place on the agenda under old business next month.
The motion passed.

Review and Approval of Bills: No bills for approval.

Old Business:

A. Siding Issue: Magness-Eubank spoke with Dr. Currier’s office regarding the repair work. They
will split the cost of the repair with the Library with the full cost estimated to be about $30,000. It
was moved by Aten with support from Thomson to go ahead with the repair. The motion passed.

B. Building Project/USDA
   i. Architects Contract: A draft copy of the contract between the Library and Quinn
      Evans was provided to the Board for review. The contract is a standard American
      Institute of Architects contract completed with the Library’s project specifications. The
      contract includes the scope of work, milestone dates, insurance requirements, owner
      and contractor responsibilities, cost of work, and billing schedule. Dilcher stipulated
      that amendments to the contract can be made once work has begun. The final asbestos
      abatement work is not included in the contract. A formal legal review of the contract
      will be done, Magness-Eubank anticipates that it could be ready for approval at the
      October 16th, 2019 Board meeting.
   
      ii. Project Decision Making Process – A process will need to be put in place to ensure
       expedient decisions during the renovation process. The options presented by Dilcher
       include: a building committee made up of 1 or 2 Board members, representation from
       the Friends of the Library, and others associated with the Library, or a committee led
       by the Library Director and administrative staff or whatever combination deemed
       appropriate that would meet weekly or as needed. This committee would present its
       recommendations to the Board for final decisions. The Board can also choose to have a
       regular schedule of meetings dedicated to the decision making process. The Board will
discuss and decide the appropriate process at the regular meeting on October 16th.

(Krajniak excused herself from the meeting at 5:13 pm.)
(Dilcher excused herself from the meeting at 5:21 pm.)

iii. **HVAC**- Weinkauf has been wrapped up in another project, they will be in contact with Magness-Eubank with a date to complete installation of the Library’s project.

iv. **Financing Resolution to County**- Magness-Eubank presented recommended changes to the draft resolution to the Alpena County Commissioners. He reviewed the outline of relationships and responsibilities of the building authority. The major concerns indicated were those involving construction management and funding, responsibilities that should be the jurisdiction of the Library Board. These changes will be given to bond counsel. A breakdown of the cost analysis of bonding and USDA funding should be ready for review at the October 16th meeting.

**Other:** Aten stressed the importance of staff input on the building renovation and keeping them informed of the process.

**Adjournment:** President Garber declared the meeting adjourned at 5:48 p.m. The next regular meeting will be Wednesday, October 16th, 2019 at 4:00 pm.

Respectfully submitted,

Marcia Aten
Secretary

Jessica Luther
Recording Secretary