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, July 17, 2019 at 3:58 p.m. by President Joseph Garber.

Present:
Trustees: Marcia Aten, Kim Krajniak, Ron Meneghel, Tammy Thomison
Via Videoconference: Joseph Garber
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther
Friends of the Library: MaryAnn Crawford
Guests: Chelsea Meedet, Mark Sandula of Straley, Lamp, and Kraenzlein, PC

Minutes: It was moved by Aten and supported by Thomison to approve the minutes of the June 19, 2019 regular board meeting. The motion passed.

2018 Audit/MERS: The audit report from Straley, Lamp, and Kraenzlein was reviewed. Sandula indicated that the Library was in excellent fiscal shape. Meeder stated that DeCaire did an excellent job with maintaining the financial reports and efficiently provided all of the necessary documents for the audit process. The report from MERS was reviewed, with the Library’s portion of the funded balance being at 67%. This table is included with the minutes.

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: Crawford reported that tote bags are currently for sale at the Circulation Desk. She added that Family Enterprise wrote off a portion of the expenses incurred by the printing and ordering of the bags. Book sale preparation is well underway with banners expected to be placed throughout the city sometime in the next week. The Friends have also agreed to subsidize the initial costs associated with the Kanopy streaming service.

Old Business:

A. Building Project/USDA
   i. USDA Process Update- Magness-Eubank shared that the interest rates with the USDA loan have fallen to 3.5%. As the audit is completed and the report from MERS has been received, the financial feasibility report can be completed and submitted by Straley, Lamp, and Kraenzlein. He stated that things are on track to have everything ready to submit to the USDA by the date of the millage election.
ii. **Millage** - Magness-Eubank reported that the Citizens for Your Library Committee is preparing for the final promotions push in the week leading up to the election. There seems to be no signs of opposition to the millage renewal and he stated that the committee members have gone above and beyond in their work on the campaign.

iii. **HVAC** - The unit is scheduled to be delivered on the 23rd and the engineers have determined a way to install it above the roof in order to avoid problems with potential roof instability. The exhaust vent on the roof will be used to pump the air through the existing ventilation system. Costs are estimated to be a little over $100,000 and work on the installation should take 2-3 days.


B. **Siding Issue** - The representative from Sto Corp. made a site visit on June 26th but had difficulties with his computer. There has been no communication since the site visit, if none is received, Magness-Eubank will reach out to Susan Edwards at R.S. Scott.

C. **Interlibrary Loan Delivery Service** - The draft policy was presented to the board. It was moved by Thomson with support by Aten to accept and adopt the policy. The motion passed. The policy is included with the minutes.

D. **Personnel Committee Meeting** - The committee has not met since the last board meeting, will be meeting to discuss shifting roles and responsibilities.

E. **Kanopy** - The Friends of the Library will be providing the initial $2,000 to pay for the service. Magness-Eubank explained the ways to limit overages with the service through caps on patron usage each month. It was moved by Meneghel with support from Krajnik that Magness-Eubank sign an agreement with Kanopy with a limit of $2,000 to be spent on the service.

**New Business:**

**2019 Budget Adjustments:** It was moved by Krajnik with support from Aten to accept the proposed and attached adjustments. The motion passed.

**Development Report:** Luther reviewed the written report.

**Other:** Garber added that he felt the millage information session held by the League of Women Voters went well and thanked Aten and Meneghel for their attendance. Aten shared that she will not be physically present for the August and September regular meetings. Meneghel will be responsible for signing off on the meeting minutes.
Adjournment: President Garber declared the meeting adjourned at 5:15 p.m. The next regular meeting will be Wednesday, August 21, 2019 at 4:00 pm.

Respectfully submitted,

Ron Mehegel
Vice-President

Jessica Luther
Recording Secretary
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**Table G: Actuarial Accrued Liabilities and Valuation Assets**

As of December 31, 2018
Borrowing

The Alpena County George N. Fletcher Public Library (ACGNFPL) provides patrons with access to materials from other libraries through three (3) mechanisms, henceforth referred to as Interlibrary Loan (ILL). The Library adheres to the policies and procedures established by the Superiorland Cooperative System, in addition to those set forth by the Michigan eLibrary and OCLC WorldCat.

Any violations of this agreement may place at risk our future ability to borrow. Since every library’s first priority is to serve its own clientele, restrictions can be placed on which materials are eligible for ILL. New and popular titles will not be requested through ILL for six months, possibly longer depending on the popularity.

Patrons with an Alpena County George N. Fletcher Public Library card in good standing and all account information current, including a primary email or phone number may make requests. Requests will not be accepted until problems with the account are corrected.

All loaned materials are subject to all restrictions, such as in-house use, placed upon them by the lending library.

Materials may/may not be renewed at the discretion of the lending library. Requests for renewal must be made before the item is overdue.

Materials borrowed through these programs must be returned to the ACGNFPL. This process is a library to library transaction. Patrons should not contact the lending library.

Patrons will be responsible for all fees, fines, and service charges set by the lending library. This amount will be attached to the patron’s record even if the materials are not picked up. If materials are lost or damaged, the replacement costs will be established by the lending library. Payment is expected in a timely manner.

These guidelines may change as needed to ensure smooth operation and cost control.

Interlibrary loan is a privilege, not a right. Continued disregard of any provision of this policy or abuse of the process will result in loss of that privilege

Borrowing within the Superiorland Cooperative

Patrons with an Alpena County George N. Fletcher Public Library card in good standing may have a maximum of ten (10) items in process (requested, received and circulating) through this borrowing system at any time.

These requests made be made through the Library’s online catalog, in-person at the Library, or by calling the Circulation Desk.

Loaned materials will be held at the Circulation Desk for 7 days. The patron will be notified by either email or telephone when the materials arrive and again after 6 days.

Items are subject to the Library’s overdue fines and fees policies.

Borrowing within the Michigan eLibrary Catalog (melCat)

Items in the ACGNFPL and Superiorland catalog regardless of current availability status, cannot be requested via melCat.

Adopted July 19, 2019
Alpena County George N. Fletcher Public Library
Interlibrary Loan Policy

MeLCat is the statewide union catalog and resource sharing service to share materials among all types of libraries in Michigan, regardless of the local circulation system they use. MeLCat requests can be made through the online catalog or in person at the Library.

The MeLCat resource sharing service is available to registered library patrons at any participating MeLCat library in Michigan. Patrons must be authorized to borrow materials through MeLCat and be in good standing with their local school, public, academic or special libraries as defined by the policies of their home libraries. The patrons can search, make requests, renew, review status and cancel requests prior to the items shipping. Patrons may not place holds or recalls on MeLCat items.

Eligible patrons will be allowed to have up to 50 active MeLCat requests at a time. MeLCat requests are active from the time they are made until the requested items have been returned to the lending libraries or until they are canceled.

Patrons requesting and receiving items through the MeLCat system are responsible for complying with the conditions of loan established by MeLCat and their home libraries. They are responsible for making sure their patron information is up-to-date at their home libraries. Patrons are also responsible for returning items to the library from which they were borrowed on or before the stated due date, as well as for paying any late fees, damage or replacement reimbursement fees while the item is in their possession as determined by the policy of the patron's home library. If patrons return materials to a different library, they may be responsible for fines accrued until the items are checked in by the borrowing library.

MeLCat items on standard loan may be renewed once for three weeks from the date renewed. Renewals will not be granted until seven days before the due date. Renewals are not guaranteed and will not be granted for materials needed by the lending library, for materials using the optional loan period, or for patrons no longer in good standing with their home libraries.

MeLCat items are subject to the Library's overdue fines and fees policy.

**Borrowing within WorldCat**

Items in the ACGNFPPL, Superiorland or MeLCat catalogs regardless of current availability status, cannot be requested via WorldCat.

WorldCat.org lets you search the collections of libraries in your community and thousands more around the world. WorldCat grows every day thanks to the efforts of librarians and other information professionals.

WorldCat requests must be made in person at the Library Reference Desk.

WorldCat requests are facilitated through the White Pine Library Cooperative and are therefore subject to White Pine’s policies and procedures for ILL.

Any type of library material needed for the purposes of study, instruction, research, or recreation may be requested on loan or by photocopy (within copyright guidelines) from another library.

Only five (5) books on any one subject should be requested for a patron at a time.

Items which are not suitable to request beyond the Cooperative level are:
- Current publications (items published within the last six months. Titles in sudden demand or popular (because of a fad or a recent TV show).

Adopted July 19, 2019
Alpena County George N. Fletcher Public Library
Interlibrary Loan Policy

• Holdings that are in Reference or Genealogy collections do not normally circulate. Genealogy items are rarely loaned but photo copies might be possible if enough details are provided.

Copyright and/or photocopying fees are the responsibility of the patron.

Lending

The Alpena County George N. Fletcher Public Library will lend materials to libraries within the Superiorland Cooperative and the state of Michigan.

The Library will lend most materials that are available except new and popular items and non-circulating items. We will not lend items in formats that we will not request for our own patrons.

Circulating items may be renewed one time if there are no local holds on the item.

Adopted July 19, 2019
July 2019 budget correction memo.

Expenditures

742.000 Audio/Visual Materials decrease by $1,000.
740.002 E-media Services increase by $1,000
900.000 Print/Publishing/Bindery decrease by $21
910.001 Kathy Currier Condo Association Increase by $21
977.000 Equipment decrease by $1,100
977.001 Technology Replacement increase by $1,100
989.001 Authors decrease by $270
996.000 Mich Humanities Council increase by $270
989.001 Authors decrease by $4,000
775.000 Repair and Maintenance increase by $4,000

Also, move invoice #40402 of $1,883.00 from Lakeshore from 775.000 to 970.001