

**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, June 19, 2019 at 4:03 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

Friends of the Library: MaryAnn Crawford

Minutes: It was moved by Meneghel and supported by Aten to approve the minutes of the May 15, 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. DeCaire stated that the auditors from Straley, Lamp, and Kraenzlein instructed her to add the Community Foundation for Northeast Michigan fund to the balance sheet.

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

Friends Report: Crawford reported that planning for the annual book sale is underway and donations are coming in. Flyers and bookmarks will be printed and made available at the Circulation Desk. She stated that the FOL is helping with promotion of the millage renewal. A newsletter will be put together as soon as a Fall author is confirmed. Tote bags to be sold at the Circulation Desk have been ordered.

Old Business:

A. Building Project/USDA

- i. **Millage-** Magness-Eubank reported that the Citizens for Your Library Committee has begun distributing yard signs and is the process of putting together a mailing. Letters to the Editor from community members in support of the millage renewal have begun appearing in the Alpena News. Magness-Eubank has given five presentations about the millage renewal in the past few weeks and has more scheduled. He encouraged Board of Trustee members to attend when available. Magness-Eubank also stated that he spoke with the County Clerk's office regarding the election costs, he was informed that they had risen and he will look at the cost breakdown.
- ii. **HVAC** – Installation of the new rooftop units and steel supports is estimated to begin around July 20th. Meridian Contracting will serve as the general contractor on the project with work being done by Omega and Weinkauff. Total costs are estimated at \$100,000.
- iii. **USDA Process Update-** Straley, Lamp, and Kraenzlein are waiting on the MERS

report, once received the financial report can be submitted. Magness-Eubank indicated that some questions have arisen from the SHPO paperwork that he will be clarifying with them.

- B. **Siding Issue**- A representative from Sto Corp., the siding manufacturer, is scheduled to make an on-site visit June 26.
- C. **Interlibrary Loan Delivery Service**- A draft policy is being developed. One item Magness-Eubank is considering for future board discussion is charging a re-shelving fee for items that are not picked up. The policy will be ready for board review at the next meeting.
- D. **Personnel Committee Meeting**- The committee has met to discuss several personnel issues. Krajniak stated that they will need to meet again before coming to any decisions.
- E. **2018 Audit**- Representation from Straley, Lamp, and Kraenzlein will be in attendance at the next meeting to go over the audit.
- F. **MCACA**- The Library's proposal will be reviewed by the grant committee on August 13th.

New Business:

Kanopy- A trial subscription has been completed. Initial feedback has been positive. Magness-Eubank estimates the cost to the Library to be between \$2,000-4,000 annually which would include public performance rights for all items within the streaming catalog. He will potentially request the initial funding from the Friends of the Library should it be decided to pursue adding the service.

Development Report: Luther reviewed the written report. She added that a Holocaust survivor will be speaking at the Library in September and she is coordinating joint programming with Alpena Public Schools.

Library Director's Report: Magness-Eubank reported that the Special Collections Department staff has had a reduction in work hours, the staff schedule will be reorganized to maximize service hours during peak usage times.

Adjournment: President Garber declared the meeting adjourned at 5:02 p.m. The next regular meeting will be Wednesday, July 17, 2019 at 4:00 pm.

Respectfully submitted,



Marcia Aten
Secretary



Jessica Luther
Recording Secretary