

**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, January 20, 2021 at 4:03 p.m. by President Joseph Garber.

Present:

Via Videoconference:

Trustees: Michelle Cornish, Joseph Garber, Mark Hunter, Quintin Meek, Ron Meneghel

Staff: Eric Magness-Eubank, Beth DeCaire, Sara Grochowski

Friends of the Library: Mary Ann Crawford

Minutes: It was moved by Cornish with support from Meek to approve the minutes from the December 16 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 Hunter and supported by Cornish that bills as presented be approved. The motion passed.

Friends Report: Crawford reported that Blizzard of Books, in cooperation with the Salvation Army, went well. The Friends are preparing a budget and are beginning the year with a cash balance of approximately \$15,000. Bylaws are being reviewed.

Old Business:

A. Building Project

1. **Furniture and Equipment Package-** Presentation by Quinn Evans of the final package has been postponed until the February 17 meeting. Magness-Eubank reviewed the most recent cost estimates for shelving and patron spaces which totaled approximately \$311,000. Since only \$275,000 has been budgeted, alternative selections or funding options will be needed. Final costs will be presented at the February Meeting. This does not include furnishings in areas occupied by staff which will be purchased separately.
2. **General Contractor Progress-** Magness-Eubank shared that the elevator issue is still unresolved. There is balance of \$195,000 remaining in the owner's contingency fund. Hunter inquired about power washing the building exterior. Magness-Eubank will discuss the possibility with Meridian representatives at their next meeting.
3. **Approval of Construction Bills-** A resolution was presented for Board approval to direct the Alpena County Building Authority to pay bills related to the construction project in the amount of \$201,944.30. It was moved by Hunter with support from

Meneghel to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

4. **Bond Payment** – It was moved by Meneghel with support from Cornish to postpone 2021 payment authorization until the March Meeting when the majority of millage money has been collected. The motion passed with dissent from Hunter.
- B. COVID-19/Payroll Hours Calculation** – It was moved by Hunter with support from Meek to discontinue paying staff based on average hours worked prior to closure of the Library, as adopted at the April 2, 2020 Board Meeting. Staff will be paid based on actual hours worked going forward. The motion passed.
- C. 2021 Budget Adjustments:** Adjustments were presented to the Board and are attached to the Minutes. It was moved by Meneghel with support from Cornish to approve the adjustments. The motion passed.

New Business:

- A. 2020 Audit Selection** - Audit options from Straley, Lamp & Kraenzlein were reviewed. It was moved by Hunter with support from Meneghel to select the basic option at a cost of \$2,835. The motion passed.
- B. Library Board Meeting Stipends** – Discussion took place regarding the \$25 per meeting stipend traditionally offered to Trustees. Consensus was that the stipend not be changed, with Trustees individually deciding whether to accept or decline payment. The topic may be revisited when Bylaws are reviewed, since the stipend is not discussed in the Bylaws.

Development Report: The written report was reviewed.

Adjournment: President Garber declared the meeting adjourned at 5:42 p.m. The next regular meeting will be Wednesday, February 17, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary

(Signed by Beth DeCaire on behalf of Mark Hunter
due to COVID-19 restrictions)



Beth DeCaire
Acting Recording Secretary



Alpena County George N. Fletcher Public Library

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At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 20th day of January, 2021 at 4 PM Eastern time via videoconference in Alpena, Michigan, there were:

Present: Joeseeph Garber, Ron Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek

Absent: None

The following preambles and resolutions are offered by Hunter and seconded by Meneghel.

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the Building Authority of Alpena County to pay Application for Payment No. 4 from Meridian Contracting Services in the amount of \$187,238.70 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the payment of invoice No. 34561 to Quinn Evans In in the amount of \$11,092.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the payment of invoice No. 18796 to Omega Electric In in the amount of \$477.60

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the payment of invoice No. 2191 to Frank's Key & Lock Shop In in the amount of \$211.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the payment of invoice No. 413804 to Clark Hill PLC. In in the amount of \$2,925.00

The Sum Total of all of these transactions amounts to \$201,944.30 from the Building Authority Fund

YES: Joeseeph Garber, Ron Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek
NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director of the Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at a regular meeting held on the 20th day of January, 2021, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.


Library Director

DATED: January 20, 2020

January 20, 2021 Budget Adjustments

Revenue Adjustments:

1. Add category: 675.004 • Community Foundation for Northeast Michigan \$2,500 due to grant award
2. Reduce category 573.000 Local Community Stabilization Share Tax by \$2,500 to \$57,862.63

Expense Adjustments:

1. Add category: 990.000 • Community Foundation for Northeast Michigan increase from \$500 to \$2,500 due to grant award $2,000$ $2,000$
2. Reduce category 985.000 Summer Book Club by ~~\$2,500~~ to ~~\$7,500~~ (edited)