

**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, March 15, 2023 at 4:02 p.m. by President Joseph Garber.

**Present:**

Trustees: Dustin Budd, Michelle Cornish, Joseph Garber, Mark Hunter, Quintin Meek  
Staff: Beth DeCaire, Don LaBarre, Nancy Mousseau

**Review and Approval of Minutes:** It was moved by Meek with support from Budd to accept the Minutes from the February 15, 2023 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 with support by Cornish that bills as presented be approved. The motion passed.

**Friends of the Library Report:** No representation present.

**Public Comment:** None.

**Old Business:**

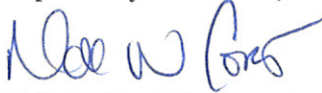
- A. **Director Search:** Cornish reported there are two strong candidates who are scheduled for virtual interviews on March 24. She and Hunter will meet with Brian Mortimore of Mortimore Consulting on March 17 for a progress report to see if there is additional interest in the position posting which closes March 20.
- B. **2024 Millage:** Tabled until next month.
- C. **Policy Review:** Tabled until next month.

**New Business:**

- A. **Budget Adjustments/Amendment:** DeCaire reviewed the proposed budget adjustments/amended budget which would increase 2023 income and expenses to \$1,389,130 and \$1,411,130 respectively. It was moved by Hunter with support from Budd approve the amended budget as presented. The motion passed. A copy of said budget is attached.
- B. **Resolution to Request Payment of Bond:** A resolution was presented for Board approval to make a scheduled bond payment due May 1, 2023 in the amount of \$151,300. It was moved by Hunter with support from Meek to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

- C. Request for Funds Disbursement from Cook Endowment:** LaBarre shared plans to create a memory lab contingent on a transfer of funds from the Cook Endowment held at Community Foundation of Northeast Michigan. It was moved by Hunter with support by Cornish to authorize a funds transfer of \$1,600 toward funding the lab. The motion passed. Garber directed that a use policy be developed.
- D. Staffing Update:** Applications are being accepted for a custodial position due to the termination of Spencer Kraft. A link to apply can be found on the Library's website. Jona Bixel has been hired as an assistant in the youth department.
- E. Other:** Hunter has established a Library Endowment Fund at CFNEM for Board approved requests. Funds will not be available for distribution until 2025. Marketing materials will be developed to promote future contributions.
- F. Adjournment:** It was moved by Hunter with support from Budd to adjourn the meeting. President Garber declared the meeting adjourned at 4:43 p.m. The next regular meeting will be Wednesday, April 26, 2023, at 4:00 pm.

Respectfully submitted,



**Michelle Cornish**  
Secretary



**Beth DeCaire**  
Acting Recording Secretary

2:27 PM  
 03/07/23  
 Accrual Basis

## Alpena County Library Profit & Loss Budget Performance January through March 2023

	Jan - Mar 23	Budget	Proposed	Change
<b>Income</b>				
403.000 · Millage	661,624.21	1,025,500.00	1,025,500.00	0.00
523.001 · LSTA	0.00	5,000.00	5,000.00	0.00
566.003 · MI Humanities Council	0.00	2,000.00	1,500.00	-500.00
566.006 · Director's Salary Reimbursement	1,208.35	4,400.00	4,400.00	0.00
572.000 · USF - Universal Service Fund	0.00	1,060.00	1,060.00	0.00
573.000 · Local Comm. Stabilize Share Tax	27,938.52	78,000.00	78,000.00	0.00
574.000 · State Aid	0.00	29,095.00	29,095.00	0.00
581.003 · Community Found. of NE MI	0.00	2,500.00	5,600.00	3,100.00
581.004 · Olive Steele Fund	743.00	600.00	600.00	0.00
581.005 · Superiorland Library Co-op	0.00	600.00	600.00	0.00
581.006 · Gifts/Grants	0.00	20,000.00	20,000.00	0.00
602.000 · Author Income	378.44	20,000.00	20,000.00	0.00
607.002 · Photocopy Fees	802.84	5,000.00	5,000.00	0.00
607.003 · Out of District Fees	380.89	2,000.00	2,000.00	0.00
626.000 · Services Rendered	61.20	12,500.00	12,500.00	0.00
642.000 · Robert Haltiner Book Sale	0.00	1,000.00	1,000.00	0.00
642.002 · Merchandise Sales	8.00	100.00	100.00	0.00
658.000 · Book Fines	29.00	100.00	100.00	0.00
658.001 · Penal Fines	0.00	110,000.00	110,000.00	0.00
658.002 · ILL-MelCat	91.51	300.00	300.00	0.00
658.004 · Book/Video Material Replacement	46.25	1,600.00	1,600.00	0.00
665.000 · Interest on Investments	231.78	150.00	150.00	0.00
674.000 · Memorials	395.22	1,500.00	1,500.00	0.00
674.001 · Library Improvement Fund	734.28	30,000.00	27,400.00	-2,600.00
674.004 · Friends of the Library	1,814.99	9,000.00	9,000.00	0.00
674.005 · READ for Adults Program	0.00	2,100.00	2,100.00	0.00
674.006 · Programs	60.30	1,500.00	1,500.00	0.00
674.007 · Special Collections- Income	15,018.81	16,000.00	16,000.00	0.00
674.008 · Capital Improvements	0.00	250.00	250.00	0.00
674.009 · Gifts at Register	63.20	310.00	310.00	0.00
674.200 · Cook Endowment Fund	3,409.07		5,000.00	5,000.00
676.000 · Miscellaneous	0.00	1,965.00	1,965.00	0.00
<b>Total Income</b>	<b>715,039.86</b>	<b>1,384,130.00</b>	<b>1,389,130.00</b>	<b>5,000.00</b>
<b>Expense</b>				
701.000 · Salaries/Per Diem	108,230.50	650,000.00	640,000.00	-10,000.00
710.000 · Social Security/Medicare	8,092.75	50,050.00	50,050.00	0.00
710.001 · Retirement/MERS	22,532.94	95,400.00	95,400.00	0.00
710.002 · Hospitalization	11,622.04	75,000.00	75,000.00	0.00
710.003 · "In Lieu of..." Hospitalization	1,750.00	10,500.00	10,500.00	0.00
710.005 · Life Insurance	336.52	1,600.00	1,600.00	0.00

2:27 PM  
 03/07/23  
 Accrual Basis

## Alpena County Library Profit & Loss Budget Performance January through March 2023

	Jan - Mar 23	Budget	Proposed	Change
710.006 · Workers Compensation	0.00	1,100.00	1,100.00	0.00
727.000 · Office Supplies	1,730.92	10,000.00	10,000.00	0.00
727.001 · Postage	281.40	1,200.00	1,200.00	0.00
728.000 · Special Collections- Expense	275.99	3,000.00	3,000.00	0.00
728.001 · Cook Endowment- Expense			5,000.00	5,000.00
730.000 · Book Collection	10,301.23	42,000.00	42,000.00	0.00
731.000 · Databases	0.00	5,500.00	5,500.00	0.00
731.001 · E- Media Services	2,750.00	2,500.00	2,750.00	250.00
731.002 · Periodicals	3,790.92	3,800.00	3,800.00	0.00
731.003 · Audio/Visual	551.40	2,000.00	2,000.00	0.00
731.004 · Technology Replacement	1,014.47	3,500.00	3,500.00	0.00
732.000 · Equipment	0.00	3,500.00	3,500.00	0.00
735.000 · First Federal Legacy Foundation	4,972.09		5,000.00	5,000.00
735.001 · LSTA Expenses	0.00	5,000.00	5,000.00	0.00
735.003 · MI Humanities Council Expenses	0.00	2,000.00	2,000.00	0.00
735.006 · Gifts/Grants Expense	1,134.49		3,000.00	3,000.00
801.000 · UPRLC/SIRSI fees	4,315.02	32,000.00	32,000.00	0.00
801.001 · RIDES	0.00	4,500.00	4,500.00	0.00
801.002 · ILL (Interlibrary Loans)	41.99	400.00	400.00	0.00
801.003 · Unique Mgmt.	89.50	480.00	480.00	0.00
801.101 · County Settlements	8.28	1,000.00	500.00	-500.00
802.000 · Professional Services	575.00	3,500.00	3,500.00	0.00
802.001 · Audit/Financial Oversight	0.00	5,500.00	5,500.00	0.00
803.000 · Authors	0.00	20,000.00	18,000.00	-2,000.00
805.000 · Training	75.00	2,000.00	1,650.00	-350.00
806.000 · Contractual Services	1,125.65	12,500.00	12,500.00	0.00
816.000 · County Admin Overhead	655.25	2,700.00	2,700.00	0.00
850.000 · Communications	6,810.28	14,700.00	14,700.00	0.00
860.000 · Travel	0.00	2,000.00	1,000.00	-1,000.00
860.001 · Director's Search	8,255.50	2,000.00	24,000.00	22,000.00
920.000 · Utilities	6,853.65	37,000.00	37,000.00	0.00
930.000 · Repair/Maintenance	4,996.17	28,000.00	28,000.00	0.00
955.000 · Friends of the Library Expenses	3,141.60	7,000.00	7,000.00	0.00
956.002 · Programs Expense	3,364.25	10,000.00	10,000.00	0.00
957.000 · Comm Found of NE MI Expenses	2,928.00		5,600.00	5,600.00
965.000 · READ for Adults	154.33	1,000.00	1,000.00	0.00
969.001 · Print/Publishing/Bindery	1,783.54	12,000.00	12,000.00	0.00
969.002 · Insurance	0.00	6,000.00	6,000.00	0.00
969.003 · Kathy Currier Condo Assoc Exp	0.00	31,400.00	31,400.00	0.00
991.000 · Debt Service - Principal	0.00	120,000.00	120,000.00	0.00
992.000 · Debt Service - Interest	0.00	60,800.00	60,800.00	0.00
<b>Total Expense</b>	<b>224,540.67</b>	<b>1,384,130.00</b>	<b>1,411,130.00</b>	<b>27,000.00</b>



## Alpena County George N. Fletcher Public Library

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Alpena, Michigan 49707-2893  
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Fax: 989-356-2765  
www.alpenalibrary.org

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 15<sup>th</sup> day of March 2023 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Library in Alpena, Michigan, there were:

Present: Dustin Budd, Michelle Cornish, Mark Hunter, Joseph Garber, Quintin Meek

Absent: none

The following preamble and resolution is offered by Hunter and seconded by Meek.

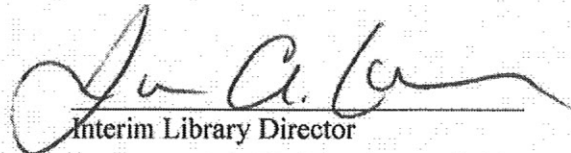
In order to make a schedule bond payment due May 1, 2023, the Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the Treasurer of Alpena County to transfer \$151,300 from the Library General Fund to the Building Authority of Alpena County.

YES: All

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 15<sup>th</sup> day of March 2023, 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.

  
Interim Library Director

DATED: March 15, 2023