

**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 17, 2021, at 4:04 p.m. by President Joseph Garber.

Present:

Via Videoconference:

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

Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Don La Barre

Friends of the Library: Mary Ann Crawford

Absent: Michelle Cornish

Minutes: It was moved by Meneghel with support from Meek to approve the minutes from the March 4 special 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 Meek that both sets of bills as presented be approved. The motion passed.

(4:10 pm lost video connection with Meneghel)

Friends Report: Crawford reported that the Friends have put together a newsletter to be mailed out by the end of the week. They have selected a Nominating Committee for the election of officers at their annual meeting in May. Crawford added that they are still hoping to hold their book sale in the Fall and to also continue their support of the Alpena Garden Club.

(4:19 pm Meneghel rejoined the meeting via telephone)

Old Business:

A. Building Project

- a. **Revision in Project Schedule-** Magness-Eubank reported that the date of completion has been changed to July 19. The contract end date with Meridian will need to be adjusted. He added that Labor Day, +/- 1-2 weeks, is still projected to be the date to reopen public services at the building.
- b. **FFE Package-** A summary of the submitted bids from 4 firms was presented to the board. Magness-Eubank stated that the bids came in higher than anticipated. His recommendation is to select Marx Moda and negotiate to a lower-cost final package.

He added that orders for furniture and shelving will need to be placed by April 1 for items to arrive within the projected timeline of completion. It was moved by Hunter with support from Meek to direct Magness-Eubank to negotiate the final FFE package with Marx Moda. The motion passed.

- c. **Electrical Systems Changes-** Magness-Eubank reported that the electrical systems change estimate from John's Electric requires further clarification before bringing it to the board.
- d. **Library Move-** Magness-Eubank shared that an initial meeting with Corrigan Movers was held earlier in the day. The movers will be available for the anticipated moving dates. Logistics regarding the mapping out of collections, disposal of surplus property, and weeding are being worked out.
- e. **Special Collections Donation-** A meeting with Patrick Heraghty, Magness-Eubank, and the donors will be scheduled. Magness-Eubank added that the donors are interested in a potential naming opportunity.
- f. **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 \$332,649.83. 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.

B. Policy Review/Letter of Engagement Foster Swift: The recommendations from Foster Swift were shared with the board, including the need for a complete revision of the personnel policies. It was moved by Meek with support from Hunter to authorize Magness-Eubank to sign the letter of engagement from Foster Swift. The motion passed. A copy of the letter is attached to the minutes.

C. Other: Meek asked for clarification on which members of the board are authorized to open and close bank accounts. The discussion was tabled until a future meeting.

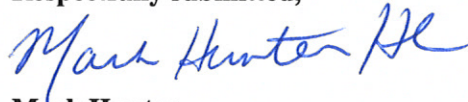
New Business:

- A. **2021 Budget Adjustments-** Garber requested that these be done quarterly as opposed to monthly.
- B. **Other-** Magness-Eubank reported that the emergency order allowing for virtual board meetings is set to expire on March 31. If this order is not extended, a transition to in-person meetings will need to be made for the April 21 meeting. The location of the meeting will need to be determined.

Development Report: Luther reviewed the written report. She added that the Library was selected to receive \$3,500 from the Community Foundation for Northeast Michigan to implement an after-hours pickup system.

Adjournment: President Garber declared the meeting adjourned at 5:14 p.m. The next regular meeting will be Wednesday, April 21 at 4:00 pm.

Respectfully submitted,



Mark Hunter

Secretary

**(signed by Jessica Luther on behalf of Mark Hunter
due to COVID-19 restrictions)**



Jessica Luther

Recording Secretary



Alpena County George N. Fletcher Public Library

211 N. First Avenue
Alpena, Michigan 49707-2893
Phone: 989-356-6188
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 17th day of March, 2021 at 4 PM Eastern time via videoconference in Alpena, Michigan, there were:

Present: Joseph Garber, Ron Meneghel, Mark Hunter, Quintin Meek

Absent: Michelle Cornish,

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 requests the Building Authority of Alpena County to pay Application for Payment No. 6 from Meridian Contracting Services in the amount of \$322,407.43 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 34939 to Quinn Evans In in the amount of \$10,167.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 19421 to Omega Electric & Sign Company In in the amount of \$75.40

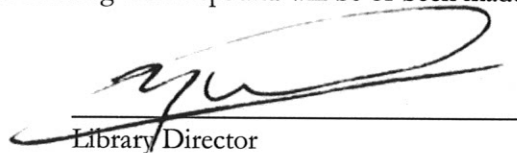
The Sum Total of all of these transactions amounts to \$332,649.93 from the Building Authority

YES: Garber, Meneghel, Hunter, 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 17th day of March, 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: March 17, 2021

Lansing
313 S. Washington Square
Lansing MI 48933

Detroit
333 W. Fort Street – Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders
Brent A. Titus

Jean G. Shtokal
Brian G. Goodenough
Matt G. Hrebec
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezeema
Anne M. Seurnyck
John P. Nicolucci
Michael D. Homier
David M. Lick

Southfield
28411 Northwestern Highway, Suite 500
Southfield MI 48034

Holland
151 Central Avenue – Suite 260
Holland MI 49423

Scott H. Hogan
Richard C. Kraus
Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Jack A. Siebers
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter
Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovitch
Karl W. Butterer, Jr.
Mindi M. Johnson

Ray H. Littleton, II
Jack L. Van Coevering
Anna K. Gibson
Patricia J. Scott
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
John W. Mashni
Stefania Gismondi
Allison M. Collins
Leslie A. Dickinson
Julie L. Hamlet

Michael C. Zahrt
Gilbert M. Frimet
Paul D. Yared
Stephen W. Smith
Brett R. Schlender
Nicolas Camargo
Mark T. Koerner
Warren H. Krueger, III
Sarah J. Gabis
Amanda Afton Martin
Steven J. Tjapkes
Taylor A. Gast
Rachel G. Olney
Tyler J. Olney
Mark J. DeLuca
Thomas K. Dillon
Robert A. Easterly

Grand Rapids
1700 E. Beltline NE – Suite 200
Grand Rapids MI 49525

St. Joseph
800 Ship Street – Suite 105
St. Joseph MI 49085

Robert A. Hamor
Michael A. Cassar
Hilary J. McDaniel Stafford
Emily R. Wisniewski
Amanda J. Dernovshek
Lydia H. Kessler
Brandon M. H. Schumacher
Alexander J. Thibodeau
Cody A. Mott
Alaina M. Nelson
Caroline N. Renner
Joseph B. Gale
Sydney T. Steele
Ashley A. Poindexter
DeVaughn J. Swanson
Kaitlyn E. Manley

Writer's Direct Phone: 616.726.2240

Fax: 517.367.7196

Reply To: Grand Rapids

E-Mail: ASeurnyck@fosterswift.com

February 2, 2021

Via E-Mail

Eric Magness-Eubank
Library Director
Alpena County George N. Fletcher Public Library
211 N. 1st Avenue
Alpena, MI 49707

Re: Alpena County George N. Fletcher Public Library

Dear Eric:

We are delighted that you have selected us as your legal counsel and look forward to further demonstrating to you our ability to meet your legal needs. We look forward to doing what we can to help you meet the needs of your patrons.

In establishing any new client relationship, one of the things our firm requires of me is an “engagement letter.” This engagement letter confirms our representation of the Alpena County George N. Fletcher Public Library (“Library”). It serves as an agreement about the nature and scope of our relationship. Our representation will officially commence and we will serve as the Library’s counsel when you return a copy of this letter signed by the Library.

The firm is dedicated to the highest ethical standards. Thus, we want to assure you that although we do not believe that the interests of the Library are directly adverse to interests of another client of the firm, if such circumstances were to arise, the firm could withdraw from representing the Library. The firm also may represent existing or new clients in any matter that is not substantially related to our work for the Library.

Alpena County George N. Fletcher Public Library
February 2, 2021
Page 2

We also want to confirm that we will hold strictly confidential all sensitive or proprietary information you give us during the course of our dealings. We will not reveal your confidences or secrets without your consent. If the firm, through its representation of the Library, obtains confidential information that conceivably could be used by another client to the Library's material disadvantage, we may withdraw from representing the Library or that other client in order to avoid a conflict of interest.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the matters you may assign to us. In turn, we will need your full and timely cooperation. This will likely include providing us with written materials relating to the matters you assign to us.

The firm and I will pursue matters on the Library's behalf conscientiously and without delay, but with regard for the firm's workload and the nature of the legal system. Nevertheless, it is our practice to promptly return your calls and to be available when you need us and to keep you reasonably informed about the status of all matters. I welcome requests for information at any time.

We hope to establish a mutually rewarding and enduring relationship as the Library's legal counsel and I hope that, in the end, you will be pleased with our service. Nevertheless, you are free to terminate our services at any time by written notice to us to that effect. If the Library terminates our representation, the firm will return to the Library any original materials in the firm's files that belong to the Library. The firm will dispose of its files (including the firm's work product) related to Library matters as it sees fit. We may also terminate our services to the Library, by written notice to you to that effect, in the unlikely event that you unreasonably fail to cooperate with us, you fail to pay our monthly statements in a timely manner, or if we determine that our continued representation of you would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical. Clearly, we do not expect any of that to be the case.

As previously stated, with the exception of the specialized services of employee benefits and bond work, our rates for the Library for all attorneys would be capped at \$210.00 per hour. Employee benefit work is capped at \$250.00 per hour. The rates for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related fees. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. The Library authorizes the Director or the Board President to agree to the flat fee. We would be happy to provide an estimate for any specific project. We do not charge clients separate fees for secretarial or word processing costs, overtime, or other basic overhead costs.

This letter is intended to govern legal services that you may request in the future, unless we mutually agree in writing to a different arrangement with respect to future matters. To the extent we can help the Library in any way, we are happy to do so.

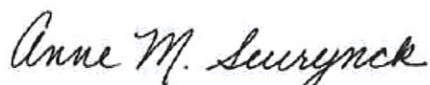
FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Alpena County George N. Fletcher Public Library
February 2, 2021
Page 3

Should you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please sign the enclosed copy and return it so we can officially begin to represent the Library's interests.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seuryneck

AGREED:



ALPENA COUNTY GEORGE N. FLETCHER PUBLIC LIBRARY

By: Eric Magness-Eubank

Title: Library Director

Date: March 18, 2021