

**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 21, 2021, at 4:09 p.m. by President Joseph Garber.*

Present:

Board of Trustees: Joseph Garber, Mark Hunter, Quintin Meek (via videoconference), Ron Meneghel
Staff: Eric Magness-Eubank, Beth DeCaire, Leslie Kirchoff, Jessica Luther, Don La Barre (via videoconference), Nancy Mousseau (via videoconference)

Absent: Michelle Cornish

Minutes: It was moved by Meneghel with support from Hunter to approve the minutes of the June 16, 2021, regular meeting of the Board of Trustees. The motion passed.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed it to be filed as presented subject to final audit. The fund report from the Alpena County Building Authority was reviewed. Hunter requested Magness-Eubank to look into the financial liability of the general contractor for the delay in the building project completion.

Review and Approval of Bills: It was moved by Hunter and supported by Meneghel that both sets of bills as presented be approved. The motion passed.

Friends of the Library Report: No Friends representative in attendance. Magness-Eubank reported that they are exploring options for holding in-person meetings and hosting the book sale in the fall. He shared that they have added a board member.

Old Business:

- A. **2020 Audit:** DeCaire reported that the audit is almost completed.
- B. **Employment Policy Review:** Magness-Eubank reported that the library personnel committee met earlier that week to begin the review of the draft employment policy and will need to meet again before sending recommendations to Foster Swift. He anticipates it being ready for full board review at the August meeting.
- C. **Building Project**
 - a. **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 \$292,076.90. It was moved by Meneghel with support from Hunter to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

- b. **Funds Transfers-** A resolution was presented for board approval to authorize Magness-Eubank to transfer \$200,000 from the Library Fund held at the Community Foundation for Northeast Michigan into the Library General Fund administered by the County of Alpena. It was moved by Meneghel with support from Hunter to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

A resolution was presented for board approval authorizing the Alpena County Treasurer to transfer \$942,215 from the Library General Fund to the Building Authority of Alpena County. 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.

- c. **Special Collections Donation-** Magness-Eubank reported that the donor has requested a meeting with him and La Barre to make a proposal for the donation.
- d. **Library Move and Reopening-** Magness-Eubank reviewed the memo regarding the delays with the lighting and shelving. He spoke with the furniture contractor who stated the shelving is expected to ship from the manufacturer on August 20 with a tentative date for installation on September 7. The lighting supplies are anticipated to ship on August 24. He added that the lighting issue could present a possible delay in the elevator inspection. Magness-Eubank reported that he has updated the moving company on the situation.
 - i. **Public Schedule-** Magness-Eubank stated that with the delays he is expecting the move back into the building to occur in mid-September with a public reopening by October.
 - ii. **Other-** Magness-Eubank requested that the board approve service updates at the Bear Pointe location including allowances for limited capacity appointment-free browsing and providing access to public computers. It was moved by Meneghel with support from Hunter to approve the request. The motion passed.
- e. **Surplus Property-** Magness-Eubank stated there are no updates.
- f. **Landscaping-** Magness-Eubank reported that the Friends of the Library and the Garden Club are happy with the proposed layout of the landscaping.

D. COVID-19 Revised MIOSHA and MDHHS Guidelines:

- a. **Use of Volunteers for READ program-** Kirchoff requested that the board approve allowing READ tutors to resume in-person tutoring. She added that the vaccination status of students will be asked during intake, unvaccinated students will be given the option of remote tutoring. It was moved by Hunter with support from Meneghel to approve allowing READ to resume in-person tutoring and a revised waiver to reflect a student's vaccination status and the addition of language stating that reasonable accommodations will be made for unvaccinated students. The motion passed. A copy of the waiver form is attached.

- E. **Thunder Bay National Maine Sanctuary Agreement:** Magness-Eubank reported that he will be meeting the Jefferson Gray in August to discuss the financial components of the agreement. He added that the library will be receiving a grant of \$15,000 from the National Marine Sanctuary Foundation to aid in funding the work in Special Collections.

- F. Custodial Position-** Magness-Eubank shared that they have had a small number of applications and interviews will be held next week.
- G. 2021 Budget Adjustments-** The budget memo was reviewed. It was moved by Hunter with support from Meneghel to approve the proposed budget adjustments. The motion passed. A copy of the memo is attached to the minutes.

New Business:

- A. MERS Valuation-** The 2020 table of unfunded liabilities was reviewed. The retirement fund is 58% funded.
- B. Superiorland Board Nomination-** Magness-Eubank shared that the library will have until September to appoint someone to serve on the board.

Development Report: Luther reviewed the written report and added that a grant request was submitted to the Library of Michigan's LSTA ARPA program for \$49,000 to purchase self-checkouts, wifi hot spots, tablets, and costs associated with an RFID conversion.

Adjournment: President Garber declared the meeting adjourned at 5:44 p.m. The next regular meeting will be Wednesday, August 18, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary



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 21st day of July, 2021 at 4 PM Eastern time at the Besser Technical Center at Alpena Community College in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter

Absent: Michelle Cornish, Quintin Meek

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

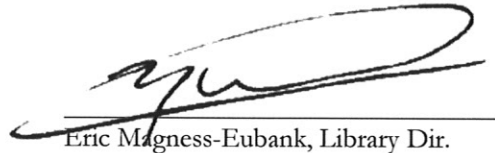
In order to meet ongoing funding requirements for renovating the library facility, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer \$942,415 from the Library General Fund to the Building Authority of Alpena County.

YES: Joseph Garber, Ronald Meneghel, Mark Hunter

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director Of the Alpena County George N. Fletcher Public Library Board of Trustees, 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 21st day of July, 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.



Eric Magness-Eubank, Library Dir.

DATED: July 21, 2021

Alpena County George N. Fletcher Public Library

READ Adult Literacy Program

COVID 19 Waiver

The READ Program has reopened for in-person tutoring services. The Alpena County George N. Fletcher Public Library and the READ Program cannot guarantee that the undersigned will not come into contact with other individuals who are infected with COVID-19 or that any participant will not become infected with COVID-19.

By signing this Waiver and participating in tutoring services at the Alpena County George N. Fletcher Public Library and/or other public facilities, tutors and learners and/or parents or designated guardians of learners under the age of 18:

1. Assume the risk that they may be exposed to or infected by COVID-19 by participating in tutoring activities with learners/tutors at the designated tutoring location.
2. Assume all of the risks associated with COVID-19 resulting from participation in tutoring activities, including any illness, injury, liability, loss or expense they may suffer or incur.
3. Agree that they are personally responsible for their own safety and actions while participating in tutoring services.
4. Agree to comply with all Alpena County George N. Fletcher Public Library policies and rules.
5. Release and hold harmless the Alpena County George N. Fletcher Public Library and its employees from all claims.

Have you been fully vaccinated for COVID-19? Yes No

Tutoring accommodations will be attempted for all persons regardless of vaccination status.

Tutor/Learner Signature _____

Date _____

For office use only:

Documentation of of COVID-19 vaccination provided _____



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Present: Joseph Garber, Ronald Meneghel, Mark Hunter

Absent: Michelle Cornish, Quintin Meek

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

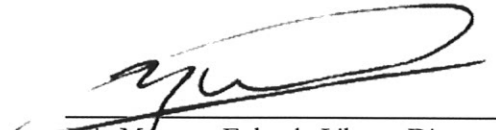
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YES: Joseph Garber, Ronald Meneghel, Mark Hunter

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director Of the Alpena County George N. Fletcher Public Library Board of Trustees, 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 21st day of July, 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.



Eric Magness-Eubank, Library Dir.

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Present: Joseph Garber, Ronald Meneghel, Mark Hunter

Absent: Michelle Cornish, Quintin Meek

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

In order to meet ongoing funding requirements for renovating the library facility, The Library Board of the Alpena County George N. Fletcher Public Library hereby requests The Community Foundation for Northeast Michigan withdraw \$200,000 from the Library Fund at the Foundation to be deposited with the Library Fund administered by the County of Alpena and authorizes Library Director Eric Magness-Eubank to take all administrative actions necessary for this request to be fulfilled.

YES: Garber, Meneghel, Hunter

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Secretary of the Alpena County George N. Fletcher Public Library Board of Trustees, 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 21st day of July, 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.


Mark Hunter, Secretary

DATED: July 21, 2021