

**Minutes of the Regular 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, April 26, 2023, at 4:00 pm. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Michelle Cornish, Mark Hunter, Quintin Meek

Staff: Jessica Luther, Beth DeCaire, Nancy Mousseau

Friends of the Library: Karen Grochowski

Review and Approval of Minutes: It was moved by Cornish with support from Meek to accept the minutes from the March 15, 2023, regular meeting. The motion passed. It was moved by Meek with support from Budd to approve the minutes from the April 24, 2023, Director Candidate interview. 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.

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

Friends of the Library Report: Grochowski reported that the Friends have their annual meeting on May 3rd and are working on recruiting new members.

Public Comment:

Traci Collins of Lachine expressed her concern over what she describes as sexualized content and inappropriate language found in the books made available in the teen room and for the teen book club.

Sarah Waters of Alpena thanked the board and staff for the successful event with writer David Sedaris on April 20th. She also expressed her appreciation for the board not censoring materials within the library.

Dawn Collins of Lachine expressed a concern that there are not enough books without violence, sexual content, or profane language in the teen collection.

Old Business:

- A. Director Search:** Garber shared that an offer of employment has been offered to Debra Greenacre. Cornish moved with support from Budd to amend the offer to reflect an annual salary of \$87,000, five weeks of paid vacation, and a moving allowance of \$3,500 with a start date of June 15, 2023. The motion passed.
- B. 2024 Millage Renewal:** Luther has compiled a list of potential committee members but will

coordinate with Debra Greenacre on the timeline to start reaching out.

C. Policy Review:

- a. **Nepotism Policy-** It was moved by Cornish with support from Meek to adopt the policy as presented. The motion passed. A copy of the policy is attached to the minutes.
 - b. **Patron Behavior Policy-** Tabled until Greenacre is able to review the policy.
 - c. **Service Animal Policy-** It was moved by Cornish with support from Budd to approve the policy as presented. The motion passed.
- Policy review has been tabled until Greenacre is installed as director.

New Business:

- A. **Closed Session:** Garber moved the meeting into closed session at 4:46 pm at the request of Luther to discuss her vacation time. Garber, Budd, Cornish, Hunter, Luther, went into closed session.

Closed session was adjourned at 4:56 pm.

Resume open session at 4:57 pm.

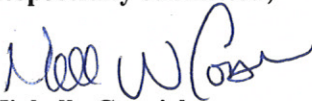
It was moved Meek with support from Budd to approve an additional week of vacation for Luther permanently and to request that the board review the vacation and paid time off policy by the third of fourth quarter of 2023. The motion passed.

B. Other:

- a. **Public Comment Concerns-** Budd and Garber requested that the concerns expressed at the meeting be addressed at the May meeting if possible. The board requested that Sara Grochowski attend to explain the process of selecting books for the collection and for the book club. It was also suggested that members of the Teen Advisory Board in the future to share their thoughts.

Adjournment: President Garber declared the meeting adjourned at 5:12 pm. The next regular meeting will be Wednesday, May 17, 2023, at 4:00 pm.

Respectfully submitted,


Michelle Cornish
Secretary


Jessica Luther
Recording Secretary

Nepotism Policy

In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist, it is the policy of Alpena County George N. Fletcher Public Library ("Library") not to employ or consider for employment any immediate relative of the Library's Board of Trustees or any employee of the Library. Immediate relative is defined as spouse, domestic partner, child, parent, brother, sister, in-law or step family member (father, mother, brother, sister) grandparent, or grandchild.

The Library will allow existing employment relationships to be maintained with current employees who are related under the following circumstances:

- The relationship does not create an adverse impact on work productivity or performance;
- The relationship does not create an actual or perceived conflict-of-interest;
- A supervisor/subordinate relationship with a family member does not exist;
- This policy should be considered when hiring, promoting or transferring any employee.

Employees who marry or become related by marriage while both employees are employed by the Library may seek approval from the Director for an exception to the policy. The Library reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The Library reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to the Library's Director any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

In any case, supervisory relationships between relatives, as established through blood, marriage, adoption or other legal status, are prohibited. No employee shall work under the immediate supervision of a spouse, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, first cousin, or the spouse of any of them.

Exceptions to this policy can be made with the recommendation of the Library Director and approval of the Board of Trustees.

Adopted 4/26/2023

Service Animal Policy:

Pets are not permitted in the library. In compliance with the Americans with Disabilities Act, service animals are welcome in all areas of the library where members of the public are normally allowed to go. This policy also applies to service animals in training. Service animals must be under the direct control of a handler at all times. If the need for a service animal is not obvious, staff may inquire if it is a pet or service animal. Users of service animals are not required to show papers to prove a disability or certification of the service animal status. Staff may not ask about the owner's disability. Should a service animal become disruptive for any reason, the handler will be asked to take it away from the library premises

Adopted 2016

Revised April 26, 2023