

**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, June 17th, 2020 at 4:01 p.m. by President Joseph Garber.

Present:

Via Videoconference:

Trustees: Joseph Garber, Mark Hunter, Kimberley Krajniak, Ron Meneghel
Friends of the Library: Mary Ann Crawford
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther

Minutes: It was moved by Meneghel with support from Krajniak to approve the minutes from both the May 20th, 2020 regular board meeting and June 8th, 2020 special meeting. The motion passed.

Treasurer's Report: DeCaire stated that the Certificate of Deposit had matured and was transferred into the savings account held with the county. 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 Krajniak and supported by Hunter that the first set of bills as presented be approved. The motion passed.

Friends Report: Crawford shared that they have received more membership renewals and that they are working on getting a newsletter out. She also shared that they are still working out how to move forward with the Little Free Libraries project.

Old Business:

A. COVID-19

- a. **Timeline/Staff Re-Entry-** Magness-Eubank shared that the book drop was reopened on June 15th. Staff have been quarantining materials for 72 hours and the process is going well. Interlibrary Loan materials will need to be addressed and the timeline for the resumption of services will be decided following the July 1st special meeting.
- b. **Hazard Pay-** Board members reviewed the memo regarding hazard pay for workers required to go into the library and other public services during the state of emergency. Clarification was requested on when the extraordinary circumstances would end and what visits to the library qualified as eligible for hazard pay. Garber instructed the personnel committee meet to revisit the proposal. Magness-Eubank added that discussions on performance-based bonuses during the state of emergency will be a separate discussion.
- c. **CARES Act Grant-** A grant was submitted to IMLS for \$93,000 to purchase digital holds lockers, wireless hot spots and tablets for circulating to patrons.

- d. **Public Meetings-** Magness-Eubank shared that the Executive Order allowing for virtual board meetings is set to expire at the end of this month and that many of the restrictions for in-person meetings were lifted in our region on June 15th. He stated that there may have to be an in-person component for the July 1st meeting. A decision will need to be made when the agenda is sent out.

B. Building Project/USDA

- a. **Timeline-** Bid submittal appears to be on schedule however there may be a delay on the August 1st start for construction. About a dozen contractors attended the pre-bid meeting and walkthrough on June 8th and questions have been submitted. Magness-Eubank stated that the responses are due to be sent out at the end of this week.
 - b. **Moving Services/RFP-** Magness-Eubank recommends hiring Corrigan Moving Services to handle the moving project. The pre-estimate for the cost of services is between \$90-120,000. It was moved by Krajniak with support from Hunter to authorize Magness-Eubank to contract Corrigan Moving Services for the library moving project. The motion passed.
 - c. **Asbestos Removal-** Magness-Eubank spoke with two firms who can meet the mid-July project timeline. He should have cost estimates for the July 1st meeting.
 - d. **Other-** A memo from Straley, Lamp, and Kraenzlein was reviewed in regards to tracking finances for the building renovation project.
- C. Summer Reading:** Sign ups started on June 14th and over 250 people have registered to date.
- D. Siding Issue:** Magness-Eubank spoke with Cindy at Dr. Currier's office, she stated that they had received recommendations from the siding manufacturer on the best way to repair the damage. A quote for repair and follow-up with Dr. Currier will need to be done. Magness-Eubank added that this could be done independently from the larger scale building renovation.

New Business:

2019 Audit- DeCaire reported that the audit process was underway with the representative from Straley, Lamp, and Kraenzlein and the fieldwork portion was completed.

Development Report: Luther reviewed the written report. She added that she has been working on grants for remote public services and the adult portion of the Summer Reading Program.

Adjournment: President Garber declared the meeting adjourned at 5:14 p.m. There will be a special meeting of the board on Wednesday, July 1st at 3:30 pm and the next regular meeting will be Wednesday, July 15th 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