

**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, September 15, 2021 at 4:00 p.m. by President Joseph Garber.

Present:

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

Staff: Eric Magness-Eubank, Beth DeCaire, Don LaBarre, Nancy Mousseau

Friends of the Library: Karen Grochowski (4:12 p.m.)

Minutes: It was moved by Cornish with support from Meneghel to approve the Minutes as corrected from the August 18, 2021 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 Meneghel that bills as presented be approved. The motion passed.

Old Business:

- A. Employment Policy Review:** Staff comments along with Magness-Eubanks' responses to the comments were distributed. The personnel committee will meet with Luther and DeCaire to review the comments and present their recommendations to the Board for tentative approval at the October Meeting.
- B. Building Project and Hours after Reopening Schedule:** A timeline of activities related to moving back and reopening of the Library along with proposed operating hours was reviewed. It was moved by Hunter with support from Cornish to establish the following hours when full service is resumed: Monday-Thursday 9:00 a.m.-8:00 p.m., Friday 9:00 a.m.-7:00 p.m., Saturday 9:00 a.m.-4:00 p.m. and Sunday 1:00 p.m.-5:00 p.m. During the summer months, the Library will be closed on Sundays between Memorial Day and Labor Day. The motion carried.
- C. Resolution to Request Payment of Building Project 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 \$312,501.32. It was moved Meneghel with support from Cornish to approve the resolution. The motion passed. A copy of the signed full resolution is attached.
- D. Resolution to Request Payment of Bond:** A resolution was presented for Board approval to make a scheduled bond payment due November 1, 2021 in the amount of \$33,025. It was moved by Meek with support from Hunter to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

- E. Special Collections Donation:** It was moved by Hunter with support from Cornish to instruct Magness-Eubank and LaBarre to proceed to obtain a written gift agreement to present to the Board. The motion passed.
- F. Surplus Property:** Magness-Eubank stated that Corrigan will assist with the removal of items deemed as scrap.
- G. 2021 Budget Amendment:** An amended budget with total income and expenses of \$2,202,157 each was presented to the Board. It was moved by Hunter with support from Meneghel approve the amended budget. The motion passed. A copy of said budget is attached.
Due to increased operating costs, Hunter suggested looking into tax revenue being captured by the Downtown Development Authority. Magness-Eubank will give an update at the next meeting.

Development Report: The written report was reviewed.

Friends of the Library Report: Grochowski shared that they are working on a fundraising opportunity with Family Enterprise Inc. to launch a temporary online store that will offer shirts with the FOL logo.

Adjournment: President Garber declared the meeting adjourned at 5:07 p.m. The next regular meeting will be Wednesday, October 20, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary



Beth DeCaire
Acting 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 15th day of September, 2021 at 4 PM Eastern time at the Alpena County George N Fletcher Public Library in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek

Absent: NONE

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

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. 12 from Meridian Contracting Services in the amount of \$310,283.72 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 35953 to Quinn Evans in the amount of \$2,217.60

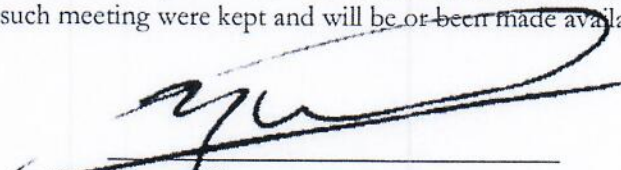
The Sum Total of all of these transactions amounts to \$312,501.32 from the Building Authority

YES: Joseph Garber, Ronald Meneghel, Mark Hunter, Michelle Cornish, Quintin 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 15th day of September, 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: September 15, 2021



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 15th day of September, 2021 at 4 PM Eastern time at the Alpena County George and Fletcher Public Library Building in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek

Absent: NONE

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

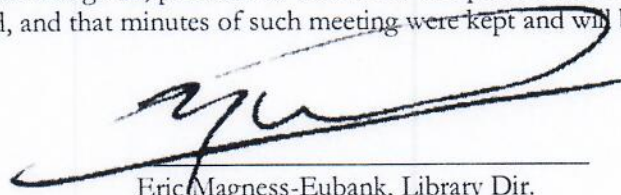
In order to make a scheduled bond payment due November 1, 2021, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer \$33,025 from the Library General Fund to the Building Authority of Alpena County.

YES: Joseph Garber, Ronald Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek

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 15th day of September, 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: September 15, 2021

Amended 2021 Budget

Column3	Column4	Column5	Amended budget
Income			
	403.000 · Millage		954,070
	566.000 · State Aid		25,670
	572.000 · LSTA		30,646
	573.000 · Local Comm. Stabilize Share Tax		65,510
	628.000 · Photocopy Fees - Reference		100
	628.001 · Photocopy Fees - Circulation		0
	640.000 · Out of District Fees		300
	643.000 · ILL-MelCat		238
	643.001 · Unique Management		10
	656.000 · Book Fines		500
	657.000 · Penal Fines		125,786
	658.000 · Book/Video Material Replacement		500
	665.000 · Interest on Investments		150
	675.001 · Library Improvement Fund		20,000
	675.002 · Memorials		2,830
	675.004 · Community Found. of NE MI		2,500
	675.005 · Friends of the Library		10,000
	675.006 · LAN Fees		0
	675.007 · READ for Adults Program		195
	675.015 · Olive Steele Fund		697
	675.016 · Robert Haltiner Book Sale		0
	675.019 · Thunder Bay Research Center		16,000
	675.031 · Superiorland Library Co-op		900
	675.050 · Capital Improvements		0
	676.000 · Director's Salary Reimbursement		3,120
	694.000 · Miscellaneous		
	694.002 · Gifts at Register		5
	694.000 · Miscellaneous - Other		15
	Total 694.000 · Miscellaneous		20
	696.000 · Transfer from Library Fund Balance		942,415
Total Income			2,202,157.00
Expense			
	702.000 · Salaries/Per Diem		569,289
	725.001 · Social Security/Medicare		43,141
	725.002 · Retirement/MERS		70,000
	725.003 · Hospitalization		96,500
	725.004 · "In Lieu of..." Hospitalization		4,200
	725.008 · Life Insurance		1,733
	725.009 · Workers Compensation		1,300
	725.010 · Unemployment		1,000
	727.000 · Office Supplies		5,392
	727.002 · Thunder Bay Research Ctr		2,500
	728.000 · Postage		1,350
	729.002 · UPRLC/SIRSI fees		29,500
	729.003 · RIDES		4,000
	730.000 · Merchandising Supplies		100
	740.000 · Book Collection		29,500
	740.001 · Databases		4,500
	740.002 · E- Media Services		6,475
	741.000 · Periodicals		1,000
	742.000 · Audio/Visual		2,000
	775.000 · Repair/Maintenance		12,000

Amended 2021 Budget

Column3	Column4	Column5	Amended budget
	801.000	Professional Services	6,861
	816.001	Audit/Financial Oversight	3,380
	850.000	Communications	12,015
	860.000	Travel	2,000
	894.000	READ for Adults	1,000
	900.000	Print/Publishing/Bindery	10,000
	910.000	Insurance	7,200
	910.001	Kathy Currier Condo Assoc Exp	1,393
	915.000	ILL (Interlibrary Loans)	400
	915.001	Unique Mgmt.	250
	920.000	Utilities	30,350
	962.000	County Settlements	632
	971.000	Friends of the Library Expenses	8,000
	975.000	Building Renovation	1,155,600
	975.002	Rental Properties & Expenses	38,580
	977.000	Equipment	700
	977.001	Technology Replacement	2,206
	985.000	Summer Book Club/Carnival Exp	3,500
	986.000	Special Events/Fundraising	1,000
	989.000	Programs Expense	2,000
	989.001	Authors	320
	990.000	Comm Found of NE MI Expenses	4,500
	994.000	LSTA Expenses	24,490
	999.000	Training	300
Total Expense			2,202,157
			0.00
			0