

**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 Friday, April 29, 2022, at 10:03 am. by President Joseph Garber.

Present:

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

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

Via Videoconference: Michelle Cornish, Nancy Mousseau

Minutes: It was moved by Meek with support from Meneghel to approve the minutes of the March 16, 2022, 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.

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.

Friends of the Library Report: No Friends representation.

Old Business:

- A. TBNMS Agreement:** Magness-Eubank met with Jeff Gray to discuss possible funding mechanisms but there is no timeline on a resolution.
- B. Building Project:** Magness-Eubank reported that Meridian will be returning to handle some grounds work in the future.
- C. Elevator:** Magness-Eubank reported there is no timeline for the repair as of yet.
- D. Strategic Planning:** Magness-Eubank shared that one proposal has been received with a few more firms expressing interest.
- E. Policy Review:** Discussion on the possible revision of the check signature policy was had, consensus was to keep the two-signature requirements.
- F. Retirements/New Hires:** Magness-Eubank reviewed staffing changes with the retirement of a staff member, the resignation of one of the new employees, and the termination of another staff member. Interviews for desk positions and a youth assistant will be starting within the week.
- G. Compensation Plan:** Magness-Eubank shared an outline of the project and goals. Garber instructed the Library Personnel Committee to meet to begin work on the plan.
- H. Other:** The wage increase discussion from the March was reopened. Magness-Eubank recommended that the wages of Sara Grochowski, Nancy Mousseau, and Christina Markowski be increased by \$1.20 per hour, retroactive from January 1, 2022. It was moved by Meneghel with support from Meek to accept the recommendation. The motion passed.

New Business

- A. AMA ESD Classroom Project:** Magness-Eubank provided a brief overview of the project and invited the board to review the communication from the AMA ESD.
- B. Quarterly Budget Adjustments:** An amended 2022 budget was presented to the board. The amended budget totals are \$1,431,849 for income and expenses, inclusive of a fund balance transfer of \$91,525. It was moved by Hunter with support from Meek to accept the amended budget. The motion passed. A copy is attached to the minutes.
- C. Security Incidents:** Magness-Eubank reported that a patron has been suspended from the library for accosting a female patron and that covers of some magazines were defaced with hate speech.

Request for Closed Session: Garber requested that the board move into closed session to discuss the performance of the Library Director. It was moved by Meek with support from Hunter to move into closed session. The motion passed.

Cornish, Hunter, Garber, Meek, and Meneghel entered a closed session at 11:13 am. Magness-Eubank joined the closed session at 11:45 am.


Hunter moved to adjourn the closed session with support from Meek. The motion passed.

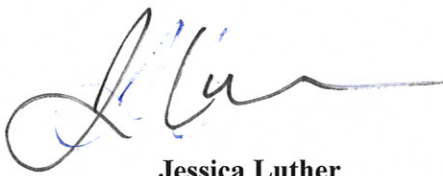
Open Meeting: The open session of the Board of Trustees reconvened at 11:51 am.

Assistant Director Report: The written report was reviewed. Luther added that a funding request for \$2,000 for summer reading was successful.

Adjournment: It was moved by Hunter with support from Meneghel to adjourn the meeting. The motion passed. President Garber declared the meeting adjourned at 11:52 am p.m. The next regular meeting will be Wednesday, May 18, 2022, at 4:00 pm.

Respectfully submitted,


Michelle Cornish
Secretary


Jessica Luther
Recording Secretary

Income

Line Item	Original Budget	Revised Budget	Variance
572.000 · USF - Universal Service Fund	0	\$1056	\$1056
573.000 · Local Comm. Stabilize Share Tax	\$65,000	\$63,000	(\$2000)
574.000 · State Aid	25,670	28,200	\$2530
581.006 · Gifts/Grants	\$85,000	\$33,423	(\$51,577)
607.002 · Photocopy Fees	\$500	\$1500	\$1000
607.003 · Out of District Fees	\$300	\$1000	\$700
607.004 · LAN Fees	0	\$200	\$200
642.002 · Merchandise Sales	0	\$100	\$100
658.000 · Book Fines	\$500	\$100	(\$400)
658.001 · Penal Fines	\$120,000	\$105,305	(\$14,695)
674.001 · Library Improvement Fund	\$20,000	\$37,000	\$17,000
674.009 · Gifts at Register	\$5	\$50	\$45
676.000 · Miscellaneous	\$15	\$3000	\$2985
Total			(\$43,056)

Expense

Line Item	Original Budget	Revised Budget	Variance
727.000 · Office Supplies	\$5392	\$9500	\$4108
728.000 · Special Collections- Expense	\$9,164	\$3000	(\$6164)
731.004 · Technology Replacement	\$17,000	\$2500	(\$14,500)
732.000 · Equipment	\$26,500	\$2500	(\$24,000)
735.001 · LSTA Expenses	\$25,000	\$36,000	\$11,000
955.000 · Friends of the Library Expenses	\$11,000	\$10,000	(\$1000)
955.100 · Board Restricted	\$12,500	\$0	(\$12,500)
956.000 · Summer Book Club/Carnival Exp	\$8500	\$5000	(\$3500)
956.002 · Programs Expense	\$4000	\$7500	\$3500
971.000 · Building Renovation	\$179,025	\$270,550	\$91,525
Total			\$48,469

New Line items

Revenue

626.000 Services Rendered \$10,909.42 YTD; \$12,000 budget

Expense

806.000 Contractual Services \$10,970.61 YTD; \$12,000 budget

Fund balance transfer \$91,525 for Building Project

Compensation Plan 2022

I. Project Outline

A. Identify Who Is Ultimately Responsible for Each Component

1. Board or subcommittee thereof
2. Director
3. Which areas are other input appropriate/desirable?

B. Develop Basic Compensation Philosophy

C. Develop Work Inventories For Each Employee

D. Develop Point Factor System By Position

E. Identify Relevant Benchmarks

F. Develop Salary Structure

G. Make Recommendations To Board

II. Develop Basic Compensation Philosophy

A. Determine What We Hope To Achieve With A New Compensation Plan

1. Market Competitiveness
2. Internal Equity
3. Improve Morale
4. Treat Employees Equitably
5. Determine Amounts And Types Of Compensation [E.G. Benefits]
6. Identify Any Other Relevant Values

B. Identify And Rank/Weight Factors To Be Considered

C. Review With Strategic Plan & Current Landscape To See If Implicit Values Need To Be Revised

D. Have Board Make Final Decision On These Values

Compensation Plan 2022

III. Inventory Work Currently Performed

- A. Assess What Each Employee Is Currently Doing**
 - 1. Determine Adjustments Needed To Be Made With Current Job Descriptions**
 - 2. Assess Workload Balance & Identify Potential Adjustments**
- B. Review Importance Of Activities & Abilities Required To Perform**
- C. Identify Potential Adjustments From Strategic Plan**

IV. Develop Point Factor System (Determines Internal Equity & The Relative Value Of Each Position To The Library)

- A. Determine Critical Factors In Evaluating Value Of Positions**
- B. Weight Value Of Those Factors**
- C. Develop A Scoring Of Each Position**
- D. Review Current Compensation In Light Of Those Rankings**

V. Review Benchmarks & Other Salary Data

- A. Comparable Positions In Local Community**
- B. Comparable Positions In Peer Libraries**
 - 1. What Is A Comparable Position?**
 - 2. What Is A Peer Library?**
- C. Review General Compensation Trends**
- D. Determine Ranges For Each Position Ideally**

VI. Develop Compensation Plan

- A. Fiscal Component**
 - 1. Determine What Is Fiscally Possible**
 - 2. Determine Criteria For Moving In Ranges And Between Ranges**

Compensation Plan 2022

3. **Decide How To Handle Discrepancies Between C1 & C2**
 - a) *Immediate Adjustments*
 - b) *Adjustments Next Fiscal Year*
 - c) *Adjustments Phased Over Time*
4. **Compare With Compensation Philosophy Developed In Part 1**

B. Administrative And Other Components

1. **Procedures For Raises**
2. **Identify Other Administrative Components**

C. Seek Board Review/Approval

1. **Work Into Budgetary Process**
 - a) *Determine How Adjustments Will Be Made*
 - b) *Determine What Is Fiscally Possible Over Time*
2. **Board Approved Budget**

**Alpena County Library
Profit & Loss Budget Performance
January through April 2022**

Ordinary Income/Expense	Jan - Apr 22	Budget	\$ Over Budget	% of Budget	Budget
Income					
403.000 · Millage	976,924.01	980,000.00	-3,075.99	99.69%	980,000.00
523.001 · LSTA	0.00	36,000.00	-36,000.00	0.0%	36,000.00
566.006 · Director's Salary Reimbursement	2,342.30	4,400.00	-2,057.70	53.23%	4,400.00
572.000 · USF - Universal Service Fund	1,055.90				1,056.00
573.000 · Local Comm. Stabilize Share Tax	31,478.76	65,000.00	-33,521.24	48.43%	63,000.00
574.000 · State Aid	0.00	25,670.00	-25,670.00	0.0%	28,200.00
581.003 · Community Found. of NE MI	1,000.00	2,500.00	-1,500.00	40.0%	2,500.00
581.004 · Olive Steele Fund	0.00	697.00	-697.00	0.0%	697.00
581.005 · Superiorland Library Co-op	0.00	900.00	-900.00	0.0%	900.00
581.006 · Gifts/Grants	0.00	85,000.00	-85,000.00	0.0%	33,423.00
607.002 · Photocopy Fees	1,151.84	500.00	651.84	230.37%	1,500.00
607.003 · Out of District Fees	779.25	300.00	479.25	259.75%	1,000.00
607.004 · LAN Fees	50.00				200.00
642.002 · Merchandise Sales	12.00				100.00
658.000 · Book Fines	4.40	500.00	-495.60	0.88%	100.00
658.001 · Penal Fines	0.00	120,000.00	-120,000.00	0.0%	105,305.00
658.002 · ILL-MelCat	48.00	238.00	-190.00	20.17%	238.00
658.003 · Unique Management	0.00	10.00	-10.00	0.0%	10.00
658.004 · Book/Video Material Replacement	318.11	500.00	-181.89	63.62%	500.00
665.000 · Interest on Investments	6.32	150.00	-143.68	4.21%	150.00
674.000 · Memorials	0.00	2,800.00	-2,800.00	0.0%	2,800.00
674.001 · Library Improvement Fund	28,027.96	20,000.00	8,027.96	140.14%	37,000.00
674.004 · Friends of the Library	69.86	10,000.00	-9,930.14	0.7%	10,000.00
674.005 · READ for Adults Program	100.00	195.00	-95.00	51.28%	195.00
674.006 · Programs	0.00				0.00
674.007 · Special Collections- Income	748.10	16,000.00	-15,251.90	4.68%	16,000.00
674.009 · Gifts at Register	38.54	5.00	33.54	770.8%	50.00
AMA ESD revenue					12,000.00
Transfer from fund balance					91,525.00
676.000 · Miscellaneous	2,994.51	15.00	2,979.51	19,963.4%	3,000.00
Total Income	1,047,149.86	1,371,380.00	-324,230.14	76.36%	1,431,849.00
Gross Profit	1,047,149.86	1,371,380.00	-324,230.14	76.36%	1,431,849.00
Expense					
701.000 · Salaries/Per Diem	194,225.10	608,000.00	-413,774.90	31.95%	608,000.00
710.000 · Social Security/Medicare	14,286.92	46,512.00	-32,225.08	30.72%	46,512.00
710.001 · Retirement/MERS	31,491.89	83,000.00	-51,508.11	37.94%	83,000.00
710.002 · Hospitalization	35,861.90	93,000.00	-57,138.10	38.56%	93,000.00
710.003 · "In Lieu of..." Hospitalization	2,400.00	10,800.00	-8,400.00	22.22%	10,800.00
710.005 · Life Insurance	565.64	1,733.00	-1,167.36	32.64%	1,733.00
710.006 · Workers Compensation	785.00	1,300.00	-515.00	60.39%	1,300.00
725.010 · Unemployment	0.00	1,000.00	-1,000.00	0.0%	1,000.00
727.000 · Office Supplies	5,531.96	5,392.00	139.96	102.6%	9,500.00
727.001 · Postage	645.25	1,000.00	-354.75	64.53%	1,000.00
728.000 · Special Collections- Expense	845.69	9,164.00	-8,318.31	9.23%	3,000.00
728.001 · Cook Endowment - Expense	32,580.00	37,836.00	-5,256.00	86.11%	37,836.00
730.000 · Book Collection	22,954.14	45,000.00	-22,045.86	51.01%	45,000.00
731.000 · Databases	2,211.21	3,000.00	-788.79	73.71%	3,000.00
731.001 · E- Media Services	2,500.00	2,500.00	0.00	100.0%	2,500.00
731.002 · Periodicals	252.20	4,000.00	-3,747.80	6.31%	4,000.00
731.003 · Audio/Visual	351.37	2,000.00	-1,648.63	17.57%	2,000.00
731.004 · Technology Replacement	894.16	17,000.00	-16,105.84	5.26%	2,500.00
732.000 · Equipment	666.97	26,500.00	-25,833.03	2.52%	2,500.00

Profit & Loss Budget Performance
January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget	Budget
735.001 · LSTA Expenses	27,883.00	25,000.00	2,883.00	111.53%	36,000.00
801.000 · UPRLC/SIRSI fees	8,023.34	32,000.00	-23,976.66	25.07%	32,000.00
801.001 · RIDES	0.00	4,000.00	-4,000.00	0.0%	4,000.00
801.002 · ILL (Interlibrary Loans)	104.94	400.00	-295.06	26.24%	400.00
801.003 · Unique Mgmt.	0.00	250.00	-250.00	0.0%	250.00
801.101 · County Settlements	14.00	632.00	-618.00	2.22%	632.00
802.000 · Professional Services	1,134.00	6,500.00	-5,366.00	17.45%	6,500.00
802.001 · Audit/Financial Oversight	0.00	3,380.00	-3,380.00	0.0%	3,380.00
805.000 · Training	435.00	1,000.00	-565.00	43.5%	1,000.00
806.000 Contractual Services	10,970.61				12,000.00
850.000 · Communications	3,561.54	13,357.00	-9,795.46	26.66%	13,357.00
860.000 · Travel	241.84	1,000.00	-758.16	24.18%	1,000.00
920.000 · Utilities	12,520.18	30,350.00	-17,829.82	41.25%	30,350.00
930.000 · Repair/Maintenance	10,639.39	20,500.00	-9,860.61	51.9%	20,500.00
955.000 · Friends of the Library Expenses	2,302.13	11,000.00	-8,697.87	20.93%	10,000.00
955.100 · Board Restricted	0.00	12,500.00	-12,500.00	0.0%	
956.000 · Summer Book Club/Carnival Exp	1,070.49	8,500.00	-7,429.51	12.59%	5,000.00
956.002 · Programs Expense	2,229.48	4,000.00	-1,770.52	55.74%	7,500.00
965.000 · READ for Adults	423.36	1,000.00	-576.64	42.34%	1,000.00
969.001 · Print/Publishing/Bindery	3,700.81	10,606.00	-6,905.19	34.89%	10,606.00
969.002 · Insurance	0.00	6,250.00	-6,250.00	0.0%	6,250.00
969.003 · Kathy Currier Condo Assoc Exp	0.00	1,393.00	-1,393.00	0.0%	1,393.00
971.000 · Building Renovation	238,516.63	179,025.00	59,491.63	133.23%	270,550.00
Total Expense	672,820.14	1,371,380.00	-698,559.86	49.06%	1,431,849.00
Net Ordinary Income	374,329.72	0.00	374,329.72	100.0%	0.00
Net Income	374,329.72	0.00	374,329.72	100.0%	0.00