

**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, August 17, 2022, at 3:56 pm. by President Joseph Garber.

Present:

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

Staff: Jessica Luther

Friends of the Library: Carol O'Connor

Absent: Ron Meneghel

Minutes: It was moved by Meek with support from Hunter to approve the minutes of the July 20, 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 Cornish and supported by Meek that the bills as presented be approved. The motion passed.

Friends of the Library Report: O'Connor reported that \$3,932 was generated in revenue from the book sale. She added that there were additional tote bag sales which were not counted in the total. O'Connor expressed appreciation for the work Nancy Mousseau did to aid with printing the newsletter and her offer to train the group on how to manage the project on their own. Concern was expressed that the book from the statue in the gardens has gone missing. Cornish added that O'Connor has agreed to serve on the committee for the new director search.

Old Business:

A. Building

a. Building Issues:

- i. **Elevator-** Luther reported that Great Lakes Elevator had worked on the elevator but the issue has not resolved.
- ii. **Siding Issue-** Luther confirmed that the siding will be repaired in Spring of 2023.
- iii. **Final Building Payment-** Luther stated that the final payment resolution had not been sent to the building authority due to outstanding repairs that needed to be done. Luther requested that the board approve sending the payment to close out the building fund for the year. It was moved by Cornish with support from Meek to authorize Luther to send the payment resolution to the building authority. The motion passed.

B. Policy Review:

- a. **Meeting Room Policy-** An updated policy was shared with the board. It was moved by Hunter with support from Cornish to adopt the policy as presented. The motion passed. A copy of the policy is attached to the minutes.
 - b. **Collection Development Policy-** Luther reported that the policy has not been updated since 2000 and should be reviewed every 5-10 years. She recommended updating it with the assistance of Foster Swift, the board agreed.
- C. **Special Collections Naming:** Luther shared that the signage for Special Collections has been received and will be installed in September.

Garber requested to reorder the agenda.

New Business:

- A. **2023 Budget Process:** Luther stated that she and DeCaire will be working on the 2023 draft budget in September and that the library's budget will need to be submitted to the county by September 29, 2022.
- B. **In-Service Closure:** Luther requested the board approve closing the library on October 7, 2022 for a staff in-service. It was moved by Meek with support from Cornish to approve the request. The motion passed.
- C. **2024 Millage Renewal:** Board consensus was to aim for the November 2023 election cycle for the millage election. Garber stated that the board will need to decide on whether or not to ask for an increase to address rising operational costs. He instructed Luther to request that DeCaire research how much additional funding would be collected with a .25 mil increase.

Resumption of agenda

Old Business:

D. Director Search:

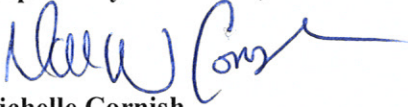
- a. **Salary-**Cornish presented an updated advertisement and job description with a recommended salary range of \$65,000-\$85,000 with benefits dependent on education and experience. It was moved by Cornish with support from Meek to accept the recommended salary. The motion passed. Edits were suggested to the job description to reflect the role more accurately. Cornish will revise the description to reflect the suggested edits.
- b. **Search Process Timeline-** Cornish shared the projected timeline for the search process. She anticipates placing the ad in the next week and collecting resumés through September 30, 2022. The search committee will review the resumés and present their recommendations to the board with interviews to be conducted in October and November.
- c. **Budget for Hiring Process-** Board consensus was to cover travel and lodging for out of area candidates to attend their interview as necessary. Moving expenses for the selected candidate will be negotiated.

New Business

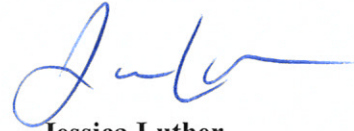
- A. **Other:** Luther requested permission to designate a half of a work day each week to dedicate to her class in the MLIS program at University of Wisconsin-Madison. Permission was granted.

Adjournment: President Garber declared the meeting adjourned at 5:33 pm. The next regular meeting will be Wednesday, September 21, 2022, at 4:00 pm.

Respectfully submitted,



Michelle Cornish
Secretary



Jessica Luther
Recording Secretary

**Alpena County Library
Proposed Budget Adjustments
September 2022**

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget	Change	Revised
Income						
403.000 · Millage	990,435.38	980,000.00	10,435.38	101.07%		980,000.00
523.001 · LSTA	28,676.96	36,000.00	-7,323.04	79.66%	-600.00	35,400.00
566.006 · Director's Salary Reimbursement	3,513.45	4,400.00	-886.55	79.85%	-890.00	3,510.00
572.000 · USF - Universal Service Fund	1,055.90	1,056.00	-0.10	99.99%		1,056.00
573.000 · Local Comm. Stabilize Share Tax	78,336.63	63,000.00	15,336.63	124.34%	8,048.00	71,048.00
574.000 · State Aid	28,410.56	28,200.00	210.56	100.75%		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	600.00	900.00	-300.00	66.67%	-300.00	600.00
581.006 · Gifts/Grants	20,000.00	33,423.00	-13,423.00	59.84%	-10,423.00	23,000.00
602.001 · Summer Book Club/Carnival	600.00				600.00	600.00
607.002 · Photocopy Fees	3,078.66	1,500.00	1,578.66	205.24%	1,668.00	3,168.00
607.003 · Out of District Fees	1,328.06	1,000.00	328.06	132.81%	400.00	1,400.00
607.004 · LAN Fees	50.00	200.00	-150.00	25.0%		200.00
626.000 · Services Rendered	15,052.44	12,000.00	3,052.44	125.44%	6,552.00	18,552.00
642.000 · Robert Haltiner Book Sale	122.66				130.00	130.00
642.002 · Merchandise Sales	34.10	100.00	-65.90	34.1%		100.00
658.000 · Book Fines	48.26	100.00	-51.74	48.26%		100.00
658.001 · Penal Fines	107,454.92	105,305.00	2,149.92	102.04%	2,000.00	107,305.00
658.002 · ILL-MelCat	181.88	238.00	-56.12	76.42%		238.00
658.003 · Unique Management	20.00	10.00	10.00	200.0%		10.00
658.004 · Book/Video Material Replacement	1,564.18	500.00	1,064.18	312.84%	1,000.00	1,500.00
665.000 · Interest on Investments	13.48	150.00	-136.52	8.99%	-135.00	15.00
674.000 · Memorials	800.54	2,800.00	-1,999.46	28.59%	-1,800.00	1,000.00
674.001 · Library Improvement Fund	11,009.68	37,000.00	-25,990.32	29.76%	-5,000.00	32,000.00
674.004 · Friends of the Library	3,279.86	10,000.00	-6,720.14	32.8%	-3,000.00	7,000.00
674.005 · READ for Adults Program	100.00	195.00	-95.00	51.28%		195.00
674.006 · Programs	300.00				300.00	300.00
674.007 · Special Collections- Income	874.40	16,000.00	-15,125.60	5.47%		16,000.00
674.008 · Capital Improvements	250.00				250.00	250.00
674.009 · Gifts at Register	264.23	50.00	214.23	528.46%	200.00	250.00
675.030 · Transfer from Fund Balance	0.00	91,525.00	-91,525.00	0.0%		91,525.00
676.000 · Miscellaneous	4,168.85	3,000.00	1,168.85	138.96%	1,000.00	4,000.00
Total Additions					22,148.00	
Total Subtractions					-22,148.00	
Total Income	1,302,625.08	1,431,849.00	-129,223.92	90.98%	0.00	1,431,849.00
Expense						
701.000 · Salaries/Per Diem	423,091.70	608,000.00	-184,908.30	69.59%	-7,000.00	601,000.00
710.000 · Social Security/Medicare	31,422.62	46,512.00	-15,089.38	67.56%		46,512.00
710.001 · Retirement/MERS	64,826.64	83,000.00	-18,173.36	78.1%		83,000.00
710.002 · Hospitalization	62,204.67	93,000.00	-30,795.33	66.89%		93,000.00

**Alpena County Library
Proposed Budget Adjustments
September 2022**

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget	Change	Revised
710.003 · "In Lieu of..." Hospitalization	4,800.00	10,800.00	-6,000.00	44.44%	-3,000.00	7,800.00
710.005 · Life Insurance	1,059.68	1,733.00	-673.32	61.15%		1,733.00
710.006 · Workers Compensation	785.00	1,300.00	-515.00	60.39%	-500.00	800.00
725.010 · Unemployment	1,164.00	1,000.00	164.00	116.4%	2,880.00	3,880.00
727.000 · Office Supplies	8,339.93	9,500.00	-1,160.07	87.79%		9,500.00
727.001 · Postage	808.37	1,000.00	-191.63	80.84%		1,000.00
728.000 · Special Collections- Expense	1,682.63	3,000.00	-1,317.37	56.09%		3,000.00
728.001 · Cook Endowment - Expense	34,487.05	37,836.00	-3,348.95	91.15%		37,836.00
730.000 · Book Collection	23,905.73	45,000.00	-21,094.27	53.12%	-3,700.00	41,300.00
731.000 · Databases	3,342.19	3,000.00	342.19	111.41%	1,043.00	4,043.00
731.001 · E- Media Services	2,500.00	2,500.00	0.00	100.0%		2,500.00
731.002 · Periodicals	4,014.22	4,000.00	14.22	100.36%	15.00	4,015.00
731.003 · Audio/Visual	681.18	2,000.00	-1,318.82	34.06%	-600.00	1,400.00
731.004 · Technology Replacement	1,359.76	2,500.00	-1,140.24	54.39%		2,500.00
732.000 · Equipment	2,356.93	2,500.00	-143.07	94.28%		2,500.00
735.001 · LSTA Expenses	28,951.49	36,000.00	-7,048.51	80.42%	-600.00	35,400.00
735.003 · MI Humanities Council Expenses	756.50				1,500.00	1,500.00
801.000 · UPRLC/SIRSI fees	26,240.68	32,000.00	-5,759.32	82.0%		32,000.00
801.001 · RIDES	8,368.65	4,000.00	4,368.65	209.22%	4,370.00	8,370.00
801.002 · ILL (Interlibrary Loans)	182.88	400.00	-217.12	45.72%		400.00
801.003 · Unique Mgmt.	223.75	250.00	-26.25	89.5%	100.00	350.00
801.101 · County Settlements	137.93	632.00	-494.07	21.82%	-80.00	552.00
802.000 · Professional Services	2,919.99	6,500.00	-3,580.01	44.92%	-2,500.00	4,000.00
802.001 · Audit/Financial Oversight	3,245.00	3,380.00	-135.00	96.01%	-135.00	3,245.00
805.000 · Training	685.00	1,000.00	-315.00	68.5%		1,000.00
806.000 · Contractual Services	15,933.54	12,000.00	3,933.54	132.78%	6,552.00	18,552.00
850.000 · Communications	7,026.64	13,357.00	-6,330.36	52.61%		13,357.00
860.000 · Travel	410.84	1,000.00	-589.16	41.08%	1,000.00	2,000.00
920.000 · Utilities	23,427.21	30,350.00	-6,922.79	77.19%		30,350.00
930.000 · Repair/Maintenance	21,105.46	20,500.00	605.46	102.95%	4,000.00	24,500.00
955.000 · Friends of the Library Expenses	4,865.80	10,000.00	-5,134.20	48.66%	-3,000.00	7,000.00
955.100 · Board Restricted	0.00	0.00	0.00	0.0%		0.00
956.000 · Summer Book Club/Carnival Exp	3,765.67	5,000.00	-1,234.33	75.31%	-145.00	4,855.00
956.002 · Programs Expense	3,778.57	7,500.00	-3,721.43	50.38%		7,500.00
965.000 · READ for Adults	580.87	1,000.00	-419.13	58.09%		1,000.00
969.001 · Print/Publishing/Bindery	7,462.51	10,606.00	-3,143.49	70.36%		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	1,382.49	1,393.00	-10.51	99.25%		1,393.00
971.000 · Building Renovation	239,016.63	270,550.00	-31,533.37	88.35%	-200.00	270,350.00
Total Additions					21,460.00	
Total Subtractions					-21,460.00	
Total Expense	1,073,300.40	1,431,849.00	-358,548.60	74.96%	0.00	1,431,849.00

ALPENA COUNTY GEORGE W. FLETCHER PUBLIC LIBRARY
MEETING ROOM POLICY

I. Introduction and Purpose of Policy

a. The Alpena County George N. Fletcher Public Library (“Library”) is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, meeting rooms are maintained in the Library for both Library and community use.

b. Library facilities are intended for Library business needs. When they are not needed for Library use, meeting rooms are available for use by individuals and groups subject to this policy, related administrative procedures, and other Library policies. Use of the meeting rooms is subject to these guidelines.

II. Application and Scheduling of Meeting Rooms

a. General Use. Any person, group, or organization may use the Judith A. Stillion Conference Room or Small Conference room (“Meeting Rooms”), pursuant to the requirements of this policy (“Users”). The Meetings Rooms are available during regular Library hours. Requests for activities outside of normal operating hours must be approved by the Library Director. The Meeting Rooms may not be used for purely social events except as determined by the Library Board of Trustees to benefit the Library or the community as a whole.

b. Scheduling.

i. Library programs and meetings have first priority for Meeting Room use and are exempt from any restrictions. A group may be required to reschedule a meeting if it is in the Library’s best interest. The Library will try not to interfere with scheduled meetings and will try to give adequate advance notice if a rescheduling is required. The Library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.

ii. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. The Library Director reserves final authority to approve or deny applications for use of the meeting rooms. The Library Director or his/her designee may grant exceptions to the rules.

1. A group requesting Meeting Rooms for a series of meetings must submit,

in writing, a list of specific dates and times. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the Meeting Rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.

- iii. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than three (3) months in advance. The Library will not accept reservations until future Library programming has been completed. The Library will not accept same day reservations, except as may be permitted by the Library Director.
- iv. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
- v. Groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an overuse fee. Groups that fail to leave any room in a clean and undamaged condition or fail to leave the rooms in their original condition or fail to clean the kitchen (if available), may forfeit the right to use the Library Meeting Rooms and will be charged a cleaning service fee. Any groups staying later will be charged \$50/hour to cover extra costs. Staying beyond closing must be approved in advance by the Library Director and a \$100/hour fee will be charged. Any fraction of an hour will be charged as a full hour.
- vi. No user may use the Meetings Rooms more than 4 times per month.
- vii. Organizations or persons that are located within the Library service area may reserve the Meeting Rooms at no charge, as long as the person booking the room is in attendance during the meeting, holds an Alpena County Public Library card in good standing and none of the below criteria applies:
 1. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues.
 2. Products or services will be sold or marketed at the meeting.
- viii. Equipment such as coffee pots, projectors, sound equipment, and video players may be available for use at no charge and must be requested at the time of reservation. It is the responsibility of the user to determine any technology compatibility issues or needs.
- ix. Reservations are secured upon receipt of a completed agreement and payment of rental fees, if any. The Library reserves the right to waive fees for community organizations whose mission is consistent with the mission of the Library.

III. General Guidelines Affecting all Library Meeting Rooms

- a. Meetings must always have at least one adult present who is responsible for the conduct of the participants. An adult is a person 21 years of age or older.
- b. Groups using any space in the Library or on Library grounds must abide by the Library's non-discrimination policy and meet Americans with Disabilities Act requirements.
- c. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions are allowed.
- d. The Library neither endorses nor necessarily agrees with the views expressed by any group using the Meeting Rooms, but does endorse the right of those groups to express their views as long as they abide by the policies and rules governing the use of the Library.
- e. All publicity for non-Library-sponsored meetings must clearly indicate the name of the sponsoring agency and include the following language: The opinions and attitudes of groups that use the Library Meeting Rooms do not necessarily reflect those of the Library or its Board of Trustees. The activity shall not be publicized in such a way as to imply Library sponsorship or Library identification with the group without the approval of the Library Board of Trustees. (Publicity must NOT give out the Library's phone number).
- f. Prohibited Uses.
 - i. Solicitation of Library users inside the Library or on Library grounds is prohibited.
 - ii. The use of controlled substances is prohibited. Alcohol may be served with permission from the Board of Trustees with proper licensing and insurance. A copy of the license and proof of insurance must be provided to the Library Director.
 - iii. An admission fee may not be charged to attendees of events in Library Meeting Rooms unless approved by the Library Director.
 - iv. Open flames and incense are prohibited throughout the Library, except for cooking fuel.
- g. Violations and Appeal.
 - i. The Library Director or the Director's designee may restrict access to Library

facilities, including the Library Meeting Rooms, by immediately dismissing anyone from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- ii. Library staff shall record in writing an Incident Report of any violation of Library policies that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurs, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- iii. Unless otherwise provided in this policy, the Library shall handle violations as follows:
 1. Initial violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. Subsequent violations: The Library Director or Director's designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- iv. Violations that Affect Safety and Security.
 1. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 - b. Subsequent violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee may further limit or revoke the patron's Library

privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- v. A user whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.
- vi. If a user or the invitee of any user violates Library policies by causing damage to Library property, then the user shall be assessed the actual costs or repair and cleanup.
- vii. Users may appeal a decision in writing to the Library Director within ten (10) working days of the date of the letter stating why Library privileges should be restored. The Library Director or the Director's designee will respond to an appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending a letter within 10 business days to the President of the Library Board.
- h. Use of the Library or a Meeting Room, the Library is released and held harmless from any and all claims for personal injury or property damage.
- i. This policy may be amended at any time.

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