

**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, December 15, 2021, at 4:02 p.m. by President Joseph Garber.

Present:

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

Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther

Friends of the Library: Karen Grochowski

Minutes: It was moved by Meneghel with support from Meek to approve the minutes of the November 17, 2021, 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 Meneghel that both sets of bills as presented be approved. The motion passed.

Friends of the Library Report: Grochowski shared that the shirt fundraiser through Family Enterprise had ended. She reported that two other fundraising activities are in development, a bookmark and a collaboration with North Country Candy and Gifts.

Old Business:

A. Employment Policy Review: Magness-Eubank stated the final comments from the attorney with Foster Swift were expected in the next few days.

B. Building Project

a. Change Order- A change order from John's Electric was reviewed, due to some needed follow up on the charges, the request was pulled from this month's construction bills. Magness-Eubank will be following up with Meridian and Quinn Evans next week.

b. Approval of Construction 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 \$151,973.48. Following a discussion regarding the payment to Omega Electric and Sign, the amount was amended to \$147,100.26. It was moved by Hunter with support from Meek to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

- c. **Funds Transfer-** A resolution requesting the transfer of \$5,500 from the Library's General Fund to the Building Authority. It was moved by Hunter with support from Cornish to approve the resolution. The motion passed. A copy of the signed full resolution is attached.
 - d. **Special Collections Donation-** Magness-Eubank reported that the money has been received and options for recognition signage have been sent to the donor.
 - e. **Grand Opening-** Magness-Eubank reported that the official ribbon-cutting with the Alpena Chamber of Commerce is scheduled for February 1, 2022, at 10:00 am. Magness-Eubank requested that the library be closed on January 31 for a staff in-service and preparation for the event. It was moved by Meneghel with support from Cornish to approve the request. The motion passed.
- C. DDA Tax Recapture:** Magness-Eubank stated that during the previous tax year, the DDA captured \$3,040 from the .75 mil millage and \$1,153 from the .25 special millage. It was moved by Meek with support from Cornish to not pursue claiming the funds. The motion passed.
- D. 2021 Budget Adjustments-** Proposed adjustments to the 2021 operational budget were presented with the total for salaries/Per Diem line item increased to \$574,000 to reflect the funds needed for the final pay period for the year. It was moved by Hunter with support from Meneghel to adopt the adjustments as amended. The motion passed. A copy of the budget adjustments is attached.
- E. 2022 Budget Process:**
- a. **Staff Salaries-** Magness-Eubank presented recommendations for 2022 staff salaries inclusive of a 3% raise for employees who have been employed with the library for a year, a 5% raise for Beth DeCaire, Sara Grochowski, Don La Barre, Jessica Luther, Tina Markowski, and Nancy Mousseau, and an increased wage of \$12.00 for Monique Meyer.
 - b. **2022 Budget Adoption-** Magness-Eubank reviewed the proposed operating budget for 2022 inclusive of the staff salary recommendations with income of \$1,371,380 and expenses of \$1,371,380. It was moved by Meneghel with support from Cornish to adopt the 2022 operating budget as presented. The motion passed. A copy is attached.

New Business

- A. **Strategic Planning:** Tabled until next meeting.
- B. **Staff Retirement:** Magness-Eubank shared that two members of the staff, Mary Clute and Judy Cross will be retiring in 2022. A recognition event for their long years of invaluable service will be planned. Magness-Eubank added that he will be promoting Sara Grochowski to Head of Youth Services.
- C. **2022 Board Meeting Calendar:** The meeting dates were discussed, and it was agreed to keep the schedule as it is.
- D. **Other:**
 - a. **Employee Assistance Program-**Magness-Eubank shared information regarding an Employee Assistance Program that will be offered at a discount through the Superiorland Library Cooperative and will be registering the library to participate.
 - b. **Letter to the Alpena City Council-** A draft letter to the city council requesting the addressing the safety of pedestrian crossings to the library was reviewed. It was moved

by Meek with support from Cornish to approve the letter being sent to the council. The motion passed. A signed copy of the letter is attached.

- c. **2021 Audit-** Options for the 2021 financial audit were received from Straley, Lamp, and Kraenzlein. It was moved by Meek with support from Hunter to select the audit within Alpena County's larger audit with the intent to select the full audit every other year. The motion passed.

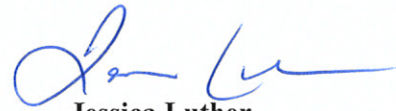
Assistant Director Report: The written report was reviewed.

Adjournment: President Garber declared the meeting adjourned at 6:00 p.m. The next regular meeting will be Wednesday, January 19, 2022, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary



Jessica Luther
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

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 15th day of December, 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, Quintin Meek, Michelle Cornish

Absent: None

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

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. 15 from Meridian Contracting Services in the amount of \$131,684.36 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No 22039 to Omega Electric & Sign in the amount of \$14,393.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No 2384 to Harborside Tint in the amount of \$1,022.90

The Sum Total of all of these transactions amounts to \$147,100.26 from the Building Authority

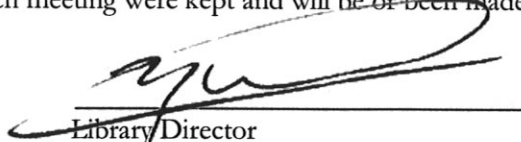
YES: Joseph Garber, Ronald Meneghel, Mark Hunter, Quintin Meek, Michelle Cornish

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 17th day of December, 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.

DATED: December 15, 2021


Library Director



Alpena County George N. Fletcher Public Library

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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 December, 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, Quintin Meek, Michelle Cornish

Absent: None

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

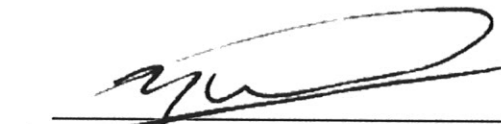
In order to pay the current construction bills submitted for payment, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer \$5,500 from the Library General Fund to the Building Authority of Alpena County.

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

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 December, 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

Alpena County Library Profit & Loss Budget Performance January through December 2021

	Jan - Dec 21	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	954,316.90	954,316.90	0.00	100.0%
523.001 · LSTA	21,875.82	21,875.82	0.00	100.0%
566.003 · MI Humanities Council	3,650.00	3,650.00	0.00	100.0%
566.006 · Director's Salary Reimbursement	4,407.62	4,407.62	0.00	100.0%
573.000 · Local Comm. Stabilize Share Tax	65,509.95	65,509.95	0.00	100.0%
574.000 · State Aid	25,670.33	25,670.33	0.00	100.0%
581.003 · Community Found. of NE MI	3,500.00	3,500.00	0.00	100.0%
581.004 · Olive Steele Fund	1,394.22	697.11	697.11	200.0%
581.005 · Superiorland Library Co-op	900.00	900.00	0.00	100.0%
581.006 · Gifts/Grants	50,000.00	50,000.00	0.00	100.0%
607.001 · Photocopy Fees - Reference	440.25	330.10	110.15	133.4%
607.002 · Photocopy Fees - Circulation	0.00	0.00	0.00	0.0%
607.003 · Out of District Fees	433.10	358.10	75.00	120.9%
607.004 · LAN Fees	0.00	0.00	0.00	0.0%
642.000 · Robert Haltiner Book Sale	35.00	35.00	0.00	100.0%
642.002 · Merchandise Sales	10.00	10.00	0.00	100.0%
658.000 · Book Fines	24.33	19.33	5.00	125.9%
658.001 · Penal Fines	125,785.71	125,785.71	0.00	100.0%
658.002 · ILL-MelCat	230.86	229.86	1.00	100.4%
658.003 · Unique Management	10.00	10.00	0.00	100.0%
658.004 · Book/Video Material Replacement	590.25	345.30	244.95	170.9%
665.000 · Interest on Investments	123.22	123.22	0.00	100.0%
674.000 · Memorials	3,179.15	3,179.15	0.00	100.0%
674.001 · Library Improvement Fund	22,635.24	22,485.24	150.00	100.7%
674.004 · Friends of the Library	13,258.93	13,258.93	0.00	100.0%
674.005 · READ for Adults Program	195.30	195.30	0.00	100.0%
674.006 · Programs	571.48	571.48	0.00	100.0%
674.007 · Thunder Bay Research Center	66,743.66	66,743.66	0.00	100.0%
674.008 · Capital Improvements	0.00	0.00	0.00	0.0%
674.009 · Gifts at Register	14.42	12.12	2.30	119.0%
676.000 · Miscellaneous	1,892.00	1,892.00	0.00	100.0%
696.000 · Bond Proceeds	0.00	0.00	0.00	0.0%
Total Income	1,367,397.74	1,366,112.23	1,285.51	100.1%
Gross Profit	1,367,397.74	1,366,112.23	1,285.51	100.1%
Expense				
701.000 · Salaries/Per Diem	571,129.01	574,000.00	-2,870.99	99.5%
710.000 · Social Security/Medicare	41,840.79	45,000.00	-3,159.21	93.0%
710.001 · Retirement/MERS	80,385.75	80,385.75	0.00	100.0%
710.002 · Hospitalization	103,470.06	103,470.06	0.00	100.0%
710.003 · "In Lieu of..." Hospitalization	3,600.00	3,600.00	0.00	100.0%
710.005 · Life Insurance	1,410.52	1,410.52	0.00	100.0%
710.006 · Workers Compensation	1,282.00	1,282.00	0.00	100.0%
725.010 · Unemployment	11.13	25.00	-13.87	44.5%
727.000 · Office Supplies	4,387.31	4,387.31	0.00	100.0%
727.001 · Postage	856.88	856.88	0.00	100.0%
728.000 · Thunder Bay Research Ctr	14,629.90	14,629.90	0.00	100.0%
729.000 · Merchandising Supplies	0.00	100.00	-100.00	0.0%
730.000 · Book Collection	27,909.90	27,909.90	0.00	100.0%
731.000 · Databases	5,145.15	5,145.15	0.00	100.0%
731.001 · E- Media Services	2,622.59	2,622.59	0.00	100.0%
731.002 · Periodicals	244.40	244.40	0.00	100.0%
731.003 · Audio/Visual	1,061.95	1,061.95	0.00	100.0%
731.004 · Technology Replacement	2,457.77	2,457.77	0.00	100.0%
732.000 · Equipment	747.72	747.72	0.00	100.0%
735.001 · LSTA Expenses	17,724.79	17,724.79	0.00	100.0%
735.003 · MI Humanities Council Expenses	460.12	460.12	0.00	100.0%
801.000 · UPRLC/SIRSI fees	31,136.54	31,136.54	0.00	100.0%
801.001 · RIDES	0.00	0.00	0.00	0.0%
801.002 · ILL (Interlibrary Loans)	423.69	423.69	0.00	100.0%
801.003 · Unique Mgmt.	0.00	0.00	0.00	0.0%
801.101 · County Settlements	338.71	338.71	0.00	100.0%

Alpena County Library
Profit & Loss Budget Performance
January through December 2021

	Jan - Dec 21	Budget	\$ Over Bud...	% of Budget
802.000 · Professional Services	8,265.29	8,265.29	0.00	100.0%
802.001 · Audit/Financial Oversight	3,380.00	3,380.00	0.00	100.0%
803.000 · Authors	0.00	0.00	0.00	0.0%
805.000 · Training	262.84	262.84	0.00	100.0%
850.000 · Communications	15,220.16	15,220.16	0.00	100.0%
860.000 · Travel	849.64	849.64	0.00	100.0%
920.000 · Utilities	29,596.78	29,596.78	0.00	100.0%
930.000 · Repair/Maintenance	18,872.31	18,872.31	0.00	100.0%
940.000 · Rental Properties & Expenses	34,859.00	34,859.00	0.00	100.0%
955.000 · Friends of the Library Expenses	10,349.75	10,349.75	0.00	100.0%
956.000 · Summer Book Club/Carnival Exp	3,089.55	3,089.55	0.00	100.0%
956.001 · Special Events/Fundraising	42.16	42.16	0.00	100.0%
956.002 · Programs Expense	2,302.61	2,302.61	0.00	100.0%
957.000 · Comm Found of NE MI Expenses	4,509.00	4,509.00	0.00	100.0%
965.000 · READ for Adults	337.55	337.55	0.00	100.0%
969.001 · Print/Publishing/Bindery	11,129.37	11,129.37	0.00	100.0%
969.002 · Insurance	6,202.81	6,202.81	0.00	100.0%
969.003 · Kathy Currier Condo Assoc Exp	1,392.17	1,392.17	0.00	100.0%
971.000 · Building Renovation	1,156,988.31	212,185.00	944,803.31	545.3%
Total Expense	<u>2,220,925.98</u>	<u>1,282,266.74</u>	<u>938,659.24</u>	<u>173.2%</u>
Net Ordinary Income	<u>-853,528.24</u>	<u>83,845.49</u>	<u>-937,373.73</u>	<u>-1,018.0%</u>
Net Income	<u><u>-853,528.24</u></u>	<u><u>83,845.49</u></u>	<u><u>-937,373.73</u></u>	<u><u>-1,018.0%</u></u>

2022 Budget Proposal A

Expense	2021 Budget	2021 Actual	2022 Budget
701.000 · Salaries/Per Diem	569,289	524,425	608,000
710.000 · Social Security/Medicare	43,141	38,360	46,512
710.001 · Retirement/MERS	70,000	80,386	83,000
710.002 · Hospitalization	96,500	93,560	93,000
710.003 · "In Lieu of..." Hospitalization	4,200	3,300	10,800
710.005 · Life Insurance	1,733	1,411	1,733
710.006 · Workers Compensation	1,300	1,282	1,300
725.010 · Unemployment	1,000	11	1,000
727.000 · Office Supplies	5,392	4,195	5,392
727.001 · Postage	1,350	857	1,000
728.000 · Thunder Bay Research Ctr	2,500	2,466	47,000
729.000 · Merchandising Supplies	100	0	0
730.000 · Book Collection	29,500	27,698	45,000
731.000 · Databases	4,500	5,145	3,000
731.001 · E- Media Services	6,475	2,623	2,500
731.002 · Periodicals	1,000	244	4,000
731.003 · Audio/Visual	2,000	820	2,000
731.004 · Technology Replacement	2,206	2,458	17,000
732.000 · Equipment	700	748	26,500
735.001 · LSTA Expenses	24,490	17,725	25,000
735.003 · MI Humanities Council Expenses		460	
801.000 · UPRLC/SIRSI fees	29,500	31,137	32,000
801.001 · RIDES	4,000	0	4,000
801.002 · ILL (Interlibrary Loans)	400	424	400
801.003 · Unique Mgmt.	250	0	250
801.101 · County Settlements	632	339	632
802.000 · Professional Services	6,861	8,265	6,500
802.001 · Audit/Financial Oversight	3,380	3,380	3,380
803.000 · Authors	320	0	0
805.000 · Training	300	263	1,000
850.000 · Communications	12,015	14,724	13,357
860.000 · Travel	2,000	850	1,000
920.000 · Utilities	30,350	27,199	30,350
930.000 · Repair/Maintenance	12,000	18,275	20,500
940.000 · Rental Properties & Expenses	38,580	34,859	
955.000 · Friends of the Library Expenses	8,000	10,350	11,000
955.100 · Board Restricted		3,090	12,500
956.000 · Summer Book Club/Carnival Exp	3,500	42	8,500
956.001 · Special Events/Fundraising	1,000	2,303	0
956.002 · Programs Expense	2,000	4,509	4,000
957.000 · Comm Found of NE MI Expenses	4,500	338	0
965.000 · READ for Adults	1,000		1,000
969.001 · Print/Publishing/Bindery	10,000	10,284	10,606
969.002 · Insurance	7,200	6,203	6,250
969.003 · Kathy Currier Condo Assoc Exp	1,393	1,392	1,393
971.000 · Building Renovation	200,600	212,184	179,025
Total Expense	1,247,157	1,198,581	1,371,380

2022 Budget Proposal A

	2021 Budget	2021 Actual	2022 Budget
Income			
403.000 · Millage	954,070	954,317	980,000
523.001 · LSTA	30,646	21,876	36,000
566.003 · MI Humanities Council		3,650	
566.006 · Director's Salary Reimbursement	3,120	4,408	4,400
573.000 · Local Comm. Stabilize Share Tax	65,510	65,510	65,000
574.000 · State Aid	25,670	25,670	25,670
581.003 · Community Found. of NE MI	2,500	3,500	2,500
581.004 · Olive Steele Fund	697	697	697
581.005 · Superiorland Library Co-op	900	900	900
581.006 · Gifts/Grants		50,000	85,000
607.001 · Photocopy Fees - Reference	100	301	
607.002 · Photocopy Fees - Circulation	0	0	500
607.003 · Out of District Fees	300	333	300
607.004 · LAN Fees	0	0	0
642.000 · Robert Haltiner Book Sale	0	35	0
642.002 · Merchandise Sales		10	
658.000 · Book Fines	500	18	500
658.001 · Penal Fines	125,786	125,786	120,000
658.002 · ILL-MelCat	238	230	238
658.003 · Unique Management	10	10	10
658.004 · Book/Video Material Replacement	500	320	500
665.000 · Interest on Investments	150	123	150
674.000 · Memorials	2,830	3,129	2,800
674.001 · Library Improvement Fund	20,000	22,385	20,000
674.004 · Friends of the Library	10,000	13,259	10,000
674.005 · READ for Adults Program	195	195	195
674.006 · Programs		571	
674.007 · Thunder Bay Research Center	16,000	66,744	16,000
674.008 · Capital Improvements	0	0	0
674.009 · Gifts at Register	5	11	5
676.000 · Miscellaneous	15	1,892	15
696.000 · Bond Proceeds		0	
Total Income	1,259,742	1,365,882	1,371,380
	1,259,742	1,365,882	1,371,380



Alpena County George N. Fletcher Public Library

211 N. First Avenue
Alpena, Michigan 49707-2893
Phone: 989-356-6188
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December 15, 2021

Dear Members of the Alpena City Council,

The Board of Trustees of the Alpena County George N. Fletcher Public Library requests that the City of Alpena consider changing the traffic controls for the pedestrian crosswalks at the intersections of First Avenue at both Water St. and at Park Place. Since reopening we have had multiple complaints by both patrons and staff regarding vehicles speeding through these intersections without yielding or stopping, making the intersections extremely dangerous especially for pedestrians with any sort of mobility issues. Those intersections have poor visibility for drivers and make it very difficult for them to see or stop quickly enough to avoid a collision with patrons. The majority of public parking for the Library does require patrons to cross one of these intersections in order to get to the building. The Board has grave concerns for the safety of its patrons and other users of the intersections.

On behalf of the Library, we request that the city make the following changes to the intersections to ensure pedestrian safety:

Converting the intersection at Water St and 1st Ave to a 4-way traffic stop.

Repainting of the crosswalks and construction or placement of pedestrian right-of-way signage at both intersections

We believe such improvements will provide the safe crossing of First Avenue pedestrians. We thank you for your consideration in this matter and look forward to solving this issue quickly.

Sincerely,

Joseph Garber, Board President