

**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, December 21, 2022, at 4:00 pm. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Michelle Cornish, Mark Hunter, Quintin Meek

Staff: Jessica Luther, Beth DeCaire, Sara Grochowski, Christina Markowski, Nancy Mousseau

Friends of the Library: Lois Gibbs

Public Comment:

Michelle Smith stated that the concerns expressed by Gary Smith at the November 16, 2022 meeting were not due to the books portraying LGBTQ+ relationships. She presented a screen shot of a staff member's Facebook page she wanted to bring to the board's attention.

Review and Approval of Minutes: It was moved by Cornish with support from Meek to accept the minutes from the November 16, December 6, and December 12, 2022, meetings. 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 Cornish that both sets of bills as presented be approved. The motion passed.

Friends of the Library Report: Gibbs reported that the Friends hosted a holiday party on December 7, completed Blizzard of Books preparations on December 12, and wrapped up their silent auction on the 19th.

Old Business:

- A. **Director Search:** Cornish stated that the position was reposted and that three candidates had applied so far. She asked that the board provide feedback on the interview format and questions.
- B. **2024 Millage Renewal:** Garber reported that with the Alpena City Council moving their elections to even years, the options for the ballot measure will be either in March or May of 2024 and August 2024. Decisions on the renewal or pursuing an increase will need to be made at the January Board of Trustees meeting.

C. 2023 Budget:

- a. De Caire and Luther presented the 2023 operating budget with income of \$1,384,130.00 and expenses of \$1,384,130.00 inclusive of recommendations for staff wages and increases to in lieu of health coverage payments, \$350 monthly for full-time and \$175 for part-time employees. It was moved by Cornish with support from Meek to accept the budget as presented.

Budd: Aye
Cornish: Aye
Hunter: Nay
Garber: Aye
Meek: Aye

The motion passed. A copy of the 2023 budget is attached to the minutes.

- D. Board Vacancy:** Garber welcomed Budd to the board.

New Business:

- A. 2022 Audit Selection Packet:** It was moved by Hunter with support from Cornish to select option C which includes compiled financial statements with footnotes. The motion passed.
- B. 2023 Board Meeting Scheduled:** It was moved by Meek with support from Hunter to keep the existing meeting schedule for 2023. The board will continue to meet on the third Wednesday of the month at 4:00 pm. The motion passed.
- C. Staffing Issues:** Luther reported that the youth assistant is decreasing hours and she will be posting for youth desk clerk in the new year. She also stated that she will be creating a clerical position to assist with data entry, desk coverage, and other office needs. There will be a full staff meeting on January 3, 2023, at 9:00 am.
- D. Library Closure Requests:** Luther requested permission to close the library on January 30, 2023, from 11:30 am-2:00 pm for staff training and from noon to close on May 18, 2023, for installation of a traveling exhibit. It was moved by Cornish with support from Meek to allow the closures. The motion passed.
- E. DDA Expansion and Tax Recapture:** Garber asked Luther to invite Anne Gentry, Executive Director of the Alpena DDA to attend the January meeting to explain the expansion and its impact on the recapture of library millage funds.
- F. Other:** Garber requested a schedule of policy reviews be set for each board meeting. Hunter asked that De Caire and Luther research possibilities for increasing Markowski's hourly rate to better reflect her education and position.

Adjournment: It was moved by Hunter with support from Cornish to adjourn the meeting. President Garber declared the meeting adjourned at 5:00 pm. The next regular meeting will be Wednesday, January 18, 2023, at 4:00 pm.

Respectfully submitted,



Michelle Cornish
Secretary



Jessica Luther
Recording Secretary

2023 Budget Proposal

Income

403.000 · Millage	1,025,500.00
523.001 · LSTA	5,000.00
566.003 · Michigan Humanities Council	2,000.00
566.006 · Director's Salary Reimbursement	4,400.00
572.000 · USF - Universal Service Fund	1,060.00
573.000 · Local Comm. Stabilize Share Tax	78,000.00
574.000 · State Aid	29,095.00
581.003 · Community Found. of NE MI	2,500.00
581.004 · Olive Steele Fund	600.00
581.005 · Superiorland Library Co-op	600.00
581.006 · Gifts/Grants	20,000.00
602.000 · Author Income	20,000.00
607.002 · Photocopy Fees	5,000.00
607.003 · Out of District Fees	2,000.00
626.000 · Services Rendered	12,500.00
642.000 · Robert Haltiner Book Sale	1,000.00
642.002 · Merchandise Sales	100.00
658.000 · Book Fines	100.00
658.001 · Penal Fines	110,000.00
658.002 · ILL-MelCat	300.00
658.004 · Book/Video Material Replacement	1,600.00
665.000 · Interest on Investments	150.00
674.000 · Memorials	1,500.00
674.001 · Library Improvement Fund	30,000.00
674.004 · Friends of the Library	9,000.00
674.005 · READ for Adults Program	2,100.00
674.006 · Programs	1,500.00
674.007 · Special Collections- Income	16,000.00
674.008 · Capital Improvements	250.00
674.009 · Gifts at Register	310.00
676.000 · Miscellaneous	1,965.00
	1,384,130.00
Total Income	\$ 1,384,130.00

Expense

701.000 · Salaries/Per Diem	650,000.00
710.000 · Social Security/Medicare	50,050.00
710.001 · Retirement/MERS	95,400.00
710.002 · Hospitalization	75,000.00
710.003 · "In Lieu of..." Hospitalization	10,500.00
710.005 · Life Insurance	1,600.00
710.006 · Workers Compensation	1,100.00
727.000 · Office Supplies	10,000.00
727.001 · Postage	1,200.00

728.000 · Special Collections- Expense	3,000.00
730.000 · Book Collection	42,000.00
731.000 · Databases	5,500.00
731.001 · E- Media Services	2,500.00
731.002 · Periodicals	3,800.00
731.003 · Audio/Visual	2,000.00
731.004 · Technology Replacement	3,500.00
732.000 · Equipment	3,500.00
735.001 · LSTA Expenses	5,000.00
735.003 · MI Humanities Council Expenses	2,000.00
801.000 · UPRLC/SIRSI fees	32,000.00
801.001 · RIDES	4,500.00
801.002 · ILL (Interlibrary Loans)	400.00
801.003 · Unique Management	480.00
801.101 · County Settlements	1,000.00
802.000 · Professional Services	3,500.00
802.001 · Audit/Financial Oversight	5,500.00
803.000 · Authors	20,000.00
805.000 · Training	2,000.00
806.000 · Contractual Services	12,500.00
816.000 · County Administrative Overhead	2,700.00
850.000 · Communications	14,700.00
860.000 · Travel	2,000.00
860.001 · Director Search	2,000.00
920.000 · Utilities	37,000.00
930.000 · Repair/Maintenance	28,000.00
955.000 · Friends of the Library Expenses	7,000.00
956.002 · Programs Expense	10,000.00
965.000 · READ for Adults	1,000.00
969.001 · Print/Publishing/Bindery	12,000.00
969.002 · Insurance	6,000.00
969.003 · Kathy Currier Condo Assoc Exp	31,400.00
991.000 · Debt Service -- Principal	120,000.00
992.000 · Debt Service -- Interest	60,800.00

Total Expense	\$ 1,384,130.00
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Note: \$30,000 will be transferred from endowment fund held at CFNEM to pay for siding repair (969.003).