

**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, January 19, 2022, at 4:00 p.m. by President Joseph Garber.

Present:

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

Staff: Beth DeCaire, Jessica Luther

Friends of the Library: Karen Grochowski

Via Videoconference: Eric Magness-Eubank, Don La Barre, Nancy Mousseau

Minutes: It was moved by Meneghel with support from Cornish to approve the minutes of the December 15, 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 Meneghel and supported by Cornish that both sets of bills as presented be approved. The motion passed.

Friends of the Library Report: Grochowski shared that bookmarks are available for sale and have been placed at the Library service desk. She added that the fundraiser with North Country Candy and Gifts has been tabled until the fall and they are actively recruiting board members.

Old Business:

A. Omicron COVID

- a. **Library Director Working from Home-** Magness-Eubank shared that due to the risk of transmission he will be working remotely until January 31.
- b. **Safety Measures-** Magness-Eubank reported that N95 and surgical masks have been ordered for the library staff as well as an air purifier for the service desk. He added that he is monitoring virus transmission rates to determine if changes to services need to be made.

B. Building Project

- a. **Change Order-** The issues from the change order from John's Electric have not been resolved.
- b. **Approval of Construction Bills-** Meridian did not submit bills for payment. Tabled until the work is completed.
- c. **Funds Transfer-** Tabled until needed.

- d. **Special Collections Donation-** Magness-Eubank reported that a specialty scanner is being installed this week but the official unveiling is yet to be scheduled.
 - e. **Grand Opening/In-Service-** Magness-Eubank reported that the official ribbon-cutting with the Alpena Chamber of Commerce is scheduled for February 1, 2022, at 10:00 am.
- C. **Other:** Magness-Eubank reported that some Michigan libraries are serving as COVID test distribution sites and he recommends that the library not participate.

New Business

- A. **Strategic Planning:** Magness-Eubank shared that he is beginning to map out the process for strategic planning.
- B. **Other:** Magness-Eubank reported that Foster Swift sent a list of library policies they recommend the board reexamine, this will be done at the February meeting.
Meneghel shared that he has been reappointed to the board for an additional term.

Assistant Director Report: The written report was reviewed. Luther added that circulation numbers are increased from prior months.

Adjournment: President Garber declared the meeting adjourned at 5:02 p.m. The next regular meeting will be Wednesday, February 16, 2022, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary



Jessica Luther
Recording Secretary