

**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, July 20, 2022, at 4:00 pm. by President Joseph Garber.

Present:

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

Staff: Beth DeCaire, Jessica Luther, Donald La Barre

Guest: Sarah Waters, Thunder Bay National Marine Sanctuary Education Coordinator & Great Lakes B-WET Program

Absent: Michelle Cornish

Minutes: It was moved by Hunter with support from Meek to approve the minutes of the June 28, 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. DeCaire reviewed the audited and final budget for 2021.

Review and Approval of Bills: It was moved by Meneghel and supported by Hunter that both sets of bills as presented be approved. The motion passed.

Friends of the Library Report: No Friends representation. Luther reported that the Friends published a newsletter and are preparing for the book sale.

Old Business:

- A. **TBNMS Agreement:** Waters and La Barre reviewed the memorandum of agreement. It was moved by Hunter with support from Meek to authorize Garber to sign the agreement. The motion passed.
- B. **Building**
 - a. **Funds Transfer Resolution:** A resolution was presented to the board authorizing the County Treasurer to transfer \$500 from the Library General Fund to the Debt Fund of the Building for payment of the bond administration fee. It was moved by Hunter with support from Meneghel to approve the resolution. The motion passed. A copy of the resolution is attached to the minutes.
 - b. **Building Issues:**
 - i. **Elevator-** Great Lakes Elevator is determining if the issue with the elevator is a system issue.
 - ii. **Energy Assessment-** To be revisited in October.
 - c. **Siding Issue:** Luther reported that the earliest work could begin on the siding repair

would be in the spring of 2023. Consensus was to move forward with the repair.

- d. **Special Collections Naming:** La Barre reported that the signage has been ordered and once shipping and installation dates are confirmed an official unveiling will be scheduled.

C. Policy Review:

- a. **Meeting Room Policy-** Luther stated that the policy is still being reviewed by Foster Swift and will be shared once it is received.
- b. **Library Card Policy-** An error was discovered in the existing policy. It was moved by Hunter with support from Meek to revise the policy to make it consistent with current practices. The motion passed. The updated policy is attached to the minutes.

- D. **Director Search:** Garber reported that Cornish has been working on recruitment for the hiring committee and researching best practices for the process. They estimate that the position will be ready for posting following the August board meeting.


- E. **Compensation for Interim Director and Business Manager-** It is the recommendation of the Library Personnel Committee to compensate the interim director an additional \$10 per hour and the business manager an additional \$7 per hour for the assumption of additional duties during the absence of a library director. This compensation will be retroactive to June 6, 2022 and will be discontinued when the new director assumes their duties. A motion to accept the recommendation was made by Meneghel with support from Hunter. The motion passed.

New Business

- A. **2024 Millage Renewal:** Tabled until next meeting.
- B. **Other:** Luther presented an updated organizational chart to better represent reporting relationships within the library. Consensus was to approve the chart.

Adjournment: It was moved by Hunter with support from Meek to adjourn the meeting. President Garber declared the meeting adjourned at 5:30 pm. The next regular meeting will be Wednesday, August 17, 2022, at 4:00 pm.

Respectfully submitted,


Michelle Cornish
Secretary


Jessica Luther
Recording Secretary



Alpena County George N. Fletcher Public Library

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At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 20th day of July 2022 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Libraru in Alpena, Michigan, there were:

Present: Joseph Garber, Mark Hunter, Quintin Meek, Ron Meneghel

Absent: Michelle Cornish

The following preamble and resolution is offered by Hunter and seconded by Meneghel.

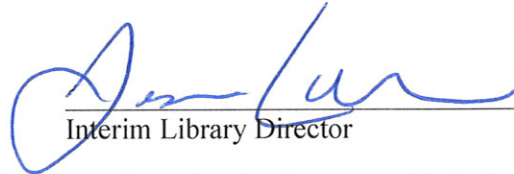
The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the County Treasurer to transfer \$500 from the Library General Fund to the Debt Fund of the Building Authority of Alpena County for payment of the Annual Bond Administration Fee

YES: Garber, Hunter, Meek, Meneghel

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 20th day of July 20, 2022, 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.


Interim Library Director

DATED: July 20, 2022

Library Card Policy

Any person who borrows a book or any other library material from the Library must own a library card from Alpena County Library. Alpena County Library cards are available free to all people who live in or pay taxes in Alpena County provided they have a permanent address. Cards will be issued to out-of-district patrons with a driver's license or other identification at an annual fee of \$25.00. The borrower is responsible for all materials checked out on their card. The library must be notified of the loss of a library card.

There are two types of library cards:

Juvenile: Issued to individuals through age 17 and entitle the holder to use all materials with the exception of Educational Media and Videos/DVDs.

Adult: Issued upon reaching age 18. Adult cards entitle the holder to use all available materials.

Adopted July 20, 2022