

**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, November 17, 2021, at 4:10 p.m. by President Joseph Garber.

**Present:**

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

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

Friends of the Library: Karen Grochowski

Via Videoconference: Michelle Cornish

**Minutes:** It was moved by Hunter with support from Garber to approve the minutes of the October 20, 2021, regular meeting of the Board of Trustees. The motion passed. It was moved by Meneghel with support from Meek to accept the minutes from the November 1, 2021, special 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 Friends purchased activity tables for the Children's area. She added that the shirt fundraiser through Family Enterprise is ongoing. She reported that a newsletter was mailed out and that the Blizzard of Books should be set to go next month.

**Old Business:**

- A. Employment Policy Review:** Hunter stated that there were four outstanding items within the policy requiring board decisions prior to the adoption of the whole policy. It was moved by Meneghel with support from Meek to make the following revisions to the policy:
- a. Vacation Policy-** reversion back to original vacation time accrual policy
  - b. Juneteenth-** The Library will remain open on the Federal Holiday observing Juneteenth.
  - c. Bereavement Leave-** Removal of classifications of personal relationships eligible for bereavement leave.
  - d. Performance Reviews-** Language changed to reflect that reviews may be given and that employees requesting a review shall receive one.

The motion passed.

It was moved by Meneghel with support from Hunter to approve the policy as amended, subject to legal review. The motion passed.

**B. New OSHA COVID Rules-** Magness-Eubank reported that rules for employers may require the keeping of employee vaccination records and weekly testing protocols. No action needs to be taken at this time.

**C. Building Project**

- a. 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 \$56,081.84. 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.
- b. Special Collections Donation-** Magness-Eubank reported that the gift agreements have been signed.
- c. Library Reopening-** Magness-Eubank reported that the building opened to the public on November 15. The main entry façade is being installed.
- d. Surplus Property-** A list of the surplus property was shared with the board. Magness-Eubank stated that he plans to have an auction of the items before the end of the year.

**D. 2022 Budget Process:**

- a. Health Insurance Premiums-** It was moved by Meneghel with support from Hunter to elect for the renewal of the current health insurance policy. The motion passed with Meek abstaining from discussion and voting.
- b. Draft Budget-** Magness-Eubank stated that the budget is in process. Hunter requested that Magness-Eubank investigate the amount of funds from possible tax recapture from the Downtown Development Authority.


**New Business**

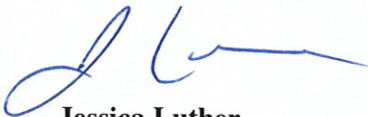
- A. Vacation Time Rollover-** Magness-Eubank requested that employees be allowed to roll over unused vacation time into 2022. It was moved by Hunter with support from Meek to allow employees to roll over unused vacation time to be used by June 30, 2022. The motion passed.

**Assistant Director Report:** The written report was reviewed. Luther reported that the Library would be purchasing laptops, tablets, and Wi-Fi hot spots as part of an ARPA funding grant through the Library of Michigan.

**Adjournment:** President Garber declared the meeting adjourned at 5:35 p.m. The next regular meeting will be Wednesday, December 15, at 4:00 pm.

Respectfully submitted,

  
Mark Hunter  
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 17<sup>th</sup> day of November, 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

Absent: Michelle Cornish

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. 14 from Meridian Contracting Services in the amount of \$54,664.78 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 36333 to Quinn Evans Architects in the amount of \$456.42

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No 21808 to Omega Electric & Sign in the amount of \$892.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No 6748-1 to Sherwin Williams in the amount of \$68.64

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the transfer from the Library General Fund to the Building Authority of Alpena County for its per diem allowance in the amount of \$1,650.00

The Sum Total of all of these transactions amounts to \$56,081.84 from the Building Authority and \$1,650 from the Library General Fund

YES: Garber, Meneghel, Hunter, Meek

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 17<sup>th</sup> day of November, 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: November 17, 2021

  
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Library Director