

**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, November 16, 2022, at 4:07 pm. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Michelle Cornish, Mark Hunter
Staff: Jessica Luther, Beth DeCaire, Sara Grochowski, Nancy Mousseau
Friends of the Library: Karen Grochowski

Absent: Quintin Meek

Garber requested that the agenda be reordered.

Old Business:

A. Policy Review:

- a. Public Comment-** An updated policy for public comment during board of trustees meeting was presented. It was moved by Cornish with support from Hunter to approve the policy with corrections. The motion passed. A copy of the policy is attached to the minutes and will be published on the Library website.
- b. Collection Development-** An updated collection development policy was presented. It was moved by Hunter with support from Cornish to accept the policy as presented. The motion passed. A copy of the policy is attached to the minutes and will be published on the Library website.

Public Comment:

Charmain Creamer of Alpena Township expressed general concern over materials in the children's collection.

Traci Collins of Wilson Township expressed general concern over materials in the youth collection.

Gary Smith of Ossineke expressed concern over a book in the teen collection discussing gender identity, consent, safe sexual practices, and depicting same sex and transgender relationships. He also expressed concern over a series of family board books discussing bodily autonomy and gender identity.

Margaret Grzesiak of Alpena Township expressed concern over materials in the children's collection.

Joe Collins of Wilson Township expressed his position that materials in the library collection could influence men to become addicted to sex.

Ariel Beevers of Lachine expressed her position that materials in the library collection could influence children to become addicted to sex.

Jen Myers of Alpena Township asked what the process is for addressing requests to have items removed from the collection.

Dustin Budd of Maple Ridge Township asked what the process is for selecting materials for the collection.

Elisabeth Desmond of Alpena Township requested that some books be moved out of the children's collection into the adult collection.

Dale Seal of Spruce stated that the board and staff of the library should be concerned for their safety.

Dawn Collins of Wilson Township reported that she was concerned about a flyer for a discussion group for LGBTQ+ teens.

Resumption of Agenda 4:44 pm

Minutes: It was moved by Cornish with support from Hunter to approve the minutes of the October 19, 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.

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: Grochowski reported that they are collecting books for the Blizzard of Books and that they are still selling t-shirts and sweatshirts. They will also be hosting a holiday gathering on December 7.

Old Business:

B. Director Search: Cornish moved to offer second interviews to Amber Alexander, Tonya Ryals, and Patricia Snoblen with support from Hunter. The motion passed. Interviews will be tentatively scheduled for December 6, 2022.

It was moved by Hunter with support from Cornish to set a budget of no more than \$2500 for lodging and travel for the final candidates. The motion passed.

It was moved by Hunter with support from Cornish to allocate no more than \$500 for background checks for the final candidates. The motion passed.

C. 2024 Millage Renewal: Discussion is tabled until the December meeting.

D. 2022 Budget Adjustments: DeCaire presented an amended adjusted budget to the board for approval. It was moved by Hunter with support from Cornish to approve the amended adjusted budget as presented. The motion passed. A copy of the amended budget is attached.

E. 2023 Budget:

a. Overview- A final budget will be presented for approval at the December meeting.

b. Health Insurance Renewal- It was moved by Cornish with support from Hunter to select the Blue Care Network option for 2023 employee health insurance coverage. The motion passed. Luther requested that the in lieu of payment be increased for 2023. The decision was tabled until the finalized budget is presented.

c. Staff Wages- Wage increase decisions are tabled until December meeting.

New Business:

A. Board Vacancy: The Alpena County Board of Commissioners Personnel Committee will be interviewing candidates for Ron Meneghel's term on November 28, 2022.

B. Honoring Ron Meneghel and Bob Lyngos: Luther suggested that the library plant two trees in

memory of their years of library service. She will reach out to Meneghel's family for input. Garber added that Meneghel's memorial gathering was rescheduled for November 18.

C. Vacation rollover: Luther requested that Sara Grochowski be allowed to carry over vacation time from 2022 into 2023. It was moved by Hunter with support from Cornish to approve the rollover. The motion passed.

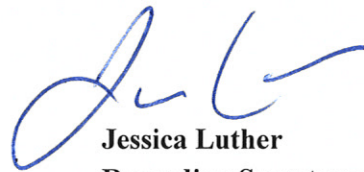
D. Annual Meeting: Luther reported that some of the staff members would like to present at the February 2023 board of trustees meeting.

Adjournment: It was moved by Hunter with support from Cornish to adjourn the meeting. President Garber declared the meeting adjourned at 5:24 pm. The next regular meeting will be Wednesday, December 21, 2022, at 4:00 pm.

Respectfully submitted,



Michelle Cornish
Secretary



Jessica Luther
Recording Secretary

Public Comment Policy

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings and publish rules to govern such participation. The presiding officer of each meeting shall administer the rules of conduct, as stated:

Public participation shall be permitted at a time as determined by the presiding officer. Members of the public will be asked to sign in as attendees at the meeting.

Anyone with concerns related to the operation of the County Library or to matters within the authority of the Board may participate during the public portion of a meeting.

Participants must be recognized by the presiding officer and must preface their comments by announcing their name, residency, and group affiliation (when appropriate).

Each statement made by a participant shall be limited to 3 minutes duration.

No participant may speak more than once on the same topic unless all others wishing to speak on that topic have been heard.

Participants shall direct all comments to the Board, not to staff or other participants.

All statements shall be directed to the presiding officer; no person may address or question Board members individually.

Public comments should not be frivolous, repetitive, or abusive.

The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

The presiding officer may ask an individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.

The presiding officer may call for a recess or an adjournment to another time when a lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such actions.

The presiding officer may waive these rules.

Adopted November 16, 2022

Collection Development and Intellectual Freedom Policy

Purpose

The Alpena County George N. Fletcher Public Library Collection Development and Intellectual Freedom Policy provides a framework for the development and growth of library collections in support of the library's mission to "enrich and improve the lives of the Alpena County community through impeccable service and equitable access to opportunities and resources. The Library strives to develop new readers, preserve, protect and share the history of Alpena and its surrounding region, and provide and program a safe space, in which the community can learn, create, and explore." The Collection Development and Intellectual Freedom Policy is designed to support the library's mission statement and serves as a guide for selecting, acquiring, maintaining, and retaining materials by establishing roles, responsibilities, and a process for addressing library user concerns.

Definitions

The term "collection" means books, magazines, DVDs, CDs, library programs, or other synonyms as they may occur in the Policy having the broadest possible meaning. This Statement of Policy applies to all library materials in the collection, including adult, young adult, and juvenile; however, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw materials in the collection. It does not refer to reader guidance.

The Collection

The Alpena County George N. Fletcher Public Library's collection aims to meet the diverse cultural, informational, educational, and recreational needs of Alpena County residents. To meet this commitment, the Library collects and makes information accessible in a variety of formats that represent a wide range of views, expressions, opinions, and interests.

A balanced collection attempts to represent all sides of issues as far as the availability of materials, space, and budget allow. All public library collections contain materials that some patrons may find objectionable, and in turn, public libraries may omit from the collection materials that some patrons consider important, both for purposes of balancing the collection or in instances when materials do not meet the selection criteria. This applies to materials for any age or audience. It is up to the patron to make decisions regarding the use of specific library materials, and the responsibility of parents, caregivers, and/or guardians to monitor children's use of library materials.

Responsibility for Selection

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book

selection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

Selection Criteria

The selection criteria outlined in this section are used for all acquisitions, regardless of format, as a guide for selection decisions. An item is not required to meet all selection criteria to be accepted.

General criteria for selection:

- Present and potential relevance to community needs
- Favorable reviews by critics that ensure serious literary, artistic, political, or scientific value
- Suitability of format to library use
- Availability elsewhere including area libraries and other formats
- Price and availability within the scope of the overall budget
- Relevance to current trends and events
- Relation to the existing collection
- Extent of publicity and current or anticipated demand
- Relation to other resources in the community
- Local, state, or regional historical significance

Content criteria for selection:

- Reputation and/or significance of author, publisher, or producer
- Currency of information or comprehensiveness
- Objectivity and clarity
- Representation of diverse points of view
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Local significance of author or subject
- Provides a unique contribution to a field of study

Criteria for electronic formats:

Certain databases and digital collections may change in format or content after they are acquired. When selection involves a remote resource, such as a digital collection or database, it is possible that the content of said resource may not conform to the library's selection criteria at any given time. Professional staff will review the content of such resources on a regular basis to assess their continued value.

The following selection criteria will also be considered for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Technical quality
- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location
- Digital licensing requirements

Gifts and Donations

Gifts of materials and items donated become the property of the Alpena County George N. Fletcher Public Library and are accepted with the understanding that they are subject to the same selection criteria as purchased materials. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library. Acknowledgment of gifts for tax records may be provided, but the appraisal of the value of donated items is not made.

Intellectual Freedom

As part of its value statements, the Alpena County George N. Fletcher Public Library ensures freedom of information for all. The selection of library materials is made on the patron's right to read, listen, or view, free from censorship by others. The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not restrict the freedom of others.

Materials available in the Library present a diverse point of view, enabling patrons to make the informed choices necessary in a democracy. The Library selects a wide variety of materials that satisfy the diverse interests of the community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all items in the collection will appeal to everyone.

Responsibility for materials selected and read by children and adolescents rests with the youth's parents or legal guardians. The Library does not stand in loco parentis. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Genre and shelf labels on materials exist to indicate various collections but will not be used for the purpose of restricting access or endorsing content. No materials are sequestered except to protect them from damage or theft.

The Library recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The following procedures have been developed to ensure that complaints are handled in an attentive and consistent manner. The following steps will be used

when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

Reconsideration of Library Materials Procedures:

No material will be removed from the Library's collection until all steps in this process have been completed.

1. A patron ("Requester") who objects to library material or a program in the collection ("Library Material") will be sent to the Director.
2. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction. The Requester will also be offered a packet of information that includes the Library's mission statement, collection development policy, the Reconsideration of Materials form, and the Library Bill of Rights.
3. If the Requester wishes to carry the request further, the Director will provide the Requester with a Reconsideration of Material form. The Requester is required to complete and submit a Reconsideration of Material form to the Library Director. The Library Board shall be notified when a reconsideration form has been received.
4. The Library Director will form a Reconsideration Committee composed of the Library Director, the Assistant Director, and either the Adult Services Librarian or Youth Services Librarian depending on the genre of the material. The Committee will review the reconsideration form and the material in question to consider whether its inclusion in the collection followed the criteria stated in the selection policy. The Reconsideration Committee will follow the operational guidelines as outlined by the American Library Association.
5. The Library Director shall make a written response to the Requester within forty (40) days of the date that the reconsideration form was submitted, informing the patron of the Committee's decision and the reasons for the decision. If the concerned patron is not satisfied with the decision of the Committee, a written appeal may be submitted within ten (10) business days after receiving the written response to the Alpena County George N. Fletcher Public Library Board of Trustees. The Library Board will address the appeal within sixty (60) days of receiving it.

The Alpena County George N. Fletcher Public Library provides an impartial environment in which individuals can encounter ideas and information spanning the spectrum of knowledge and opinions. This includes materials that are considered controversial and may offend some users, but it is not in itself a reason to exclude materials from the collection. The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Alpena County Public Library Board. In addition, the American Library Association's Intellectual Freedom and Censorship Q & A, the Interpretations of the Library Bill of Rights, and the First Amendment to the U.S. Constitution provide additional guidance on this subject.

Collection Maintenance and Weeding

Professional library staff regularly review items in the collection to ensure that they continue to meet the educational, informational, recreational, cultural, and diverse needs of library patrons. This is achieved by routinely performing diversity audits and reviewing collections for accuracy, currency, diverse representation, and subject area gaps, and adjusting them accordingly to maintain a balanced collection.

It is the responsibility of professional staff to remove materials that are worn, obsolete, unused or underutilized, outdated, or unnecessarily duplicated from the collection, and to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced, but rather, professional staff will determine if it is necessary to replace an item based on overall need, demand, budget, and shelf space.

Policy Revision

This policy may be revised and updated at any time as conditions warrant and will be reviewed at regular intervals as deemed necessary by the Alpena County George N. Fletcher Public Library Board of Trustees.

Adopted November 16, 2022

Alpena County Library
Profit & Loss Budget Performance
 January through November 2022

	Jan - Nov 22	Budget	\$ Over Budget	% of Budget	Revised Budget
710.003 · "In Lieu of..." Hospitalization	6,300.00	7,800.00	-1,500.00	80.77%	7,800.00
710.005 · Life Insurance	1,403.36	1,733.00	-329.64	80.98%	1,530.00
710.006 · Workers Compensation	785.00	800.00	-15.00	98.13%	800.00
725.010 · Unemployment	3,880.00	3,880.00	0.00	100.0%	3,880.00
727.000 · Office Supplies	8,958.22	9,500.00	-541.78	94.3%	9,693.00
727.001 · Postage	824.00	1,000.00	-176.00	82.4%	1,000.00
728.000 · Special Collections- Expense	2,023.00	3,000.00	-977.00	67.43%	3,000.00
728.001 · Cook Endowment - Expense	37,644.07	37,836.00	-191.93	99.49%	37,836.00
730.000 · Book Collection	31,895.98	41,300.00	-9,404.02	77.23%	41,300.00
731.000 · Databases	4,042.19	4,043.00	-0.81	99.98%	4,043.00
731.001 · E- Media Services	2,500.00	2,500.00	0.00	100.0%	2,500.00
731.002 · Periodicals	4,014.22	4,015.00	-0.78	99.98%	4,015.00
731.003 · Audio/Visual	959.04	1,400.00	-440.96	68.5%	1,400.00
731.004 · Technology Replacement	2,498.12	2,500.00	-1.88	99.93%	2,500.00
732.000 · Equipment	2,356.93	2,500.00	-143.07	94.28%	2,500.00
735.001 · LSTA Expenses	30,684.99	35,400.00	-4,715.01	86.68%	30,685.00
735.003 · MI Humanities Council Expenses	2,106.10	1,500.00	606.10	140.41%	1,500.00
801.000 · UPRLC/SIRSI fees	31,667.56	32,000.00	-332.44	98.96%	32,000.00
801.001 · RIDES	8,368.65	8,370.00	-1.35	99.98%	8,370.00
801.002 · ILL (Interlibrary Loans)	248.82	400.00	-151.18	62.21%	400.00
801.003 · Unique Mgmt.	286.40	350.00	-63.60	81.83%	350.00
801.101 · County Settlements	279.88	552.00	-272.12	50.7%	552.00
802.000 · Professional Services	3,923.70	4,000.00	-76.30	98.09%	4,000.00
802.001 · Audit/Financial Oversight	3,245.00	3,245.00	0.00	100.0%	3,245.00
805.000 · Training	730.00	1,000.00	-270.00	73.0%	1,000.00
806.000 · Contractual Services	16,265.41	18,552.00	-2,286.59	87.68%	18,552.00
850.000 · Communications	8,967.69	13,357.00	-4,389.31	67.14%	10,000.00
860.000 · Travel	1,130.93	2,000.00	-869.07	56.55%	2,000.00
920.000 · Utilities	28,868.57	30,350.00	-1,481.43	95.12%	33,350.00
930.000 · Repair/Maintenance	25,346.08	24,500.00	846.08	103.45%	25,700.00
955.000 · Friends of the Library Expenses	5,568.31	7,000.00	-1,431.69	79.55%	7,000.00
955.100 · Board Restricted	0.00	0.00	0.00	0.0%	0.00
956.000 · Summer Book Club/Carnival Exp	4,067.81	4,855.00	-787.19	83.79%	4,554.00
956.002 · Programs Expense	6,052.00	7,500.00	-1,448.00	80.69%	7,500.00
965.000 · READ for Adults	737.62	1,000.00	-262.38	73.76%	1,000.00
969.001 · Print/Publishing/Bindery	9,862.05	10,606.00	-743.95	92.99%	11,650.00
969.002 · Insurance	5,545.10	6,250.00	-704.90	88.72%	5,550.00
969.003 · Kathy Currier Condo Assoc Exp	1,382.49	1,393.00	-10.51	99.25%	1,393.00
971.000 · Building Renovation	270,316.63	270,350.00	-33.37	99.99%	270,350.00
Total Expense	1,308,022.56	1,431,849.00	-123,826.44	91.35%	1,460,330.00

Alpena County Library
Profit & Loss Budget Performance
 January through November 2022

	Jan - Nov 22	Budget	\$ Over Budget	% of Budget	Revised Budget
Income					
403.000 · Millage	990,749.16	980,000.00	10,749.16	101.1%	980,000.00
523.001 · LSTA	35,672.63	35,400.00	272.63	100.77%	35,400.00
566.006 · Director's Salary Reimbursement	4,986.62	3,510.00	1,476.62	142.07%	4,986.00
572.000 · USF - Universal Service Fund	1,055.90	1,056.00	-0.10	99.99%	1,056.00
573.000 · Local Comm. Stabilize Share Tax	78,336.63	71,048.00	7,288.63	110.26%	78,336.00
574.000 · State Aid	28,410.56	28,200.00	210.56	100.75%	28,200.00
581.003 · Community Found. of NE MI	1,000.00	2,500.00	-1,500.00	40.0%	1,000.00
581.004 · Olive Steele Fund	0.00	697.00	-697.00	0.0%	697.00
581.005 · Superiorland Library Co-op	600.00	600.00	0.00	100.0%	600.00
581.006 · Gifts/Grants	29,002.01	23,000.00	6,002.01	126.1%	29,000.00
602.000 · Author Income	175.00				500.00
602.001 · Summer Book Club/Carnival	600.00	600.00	0.00	100.0%	600.00
607.002 · Photocopy Fees	3,979.42	3,168.00	811.42	125.61%	4,100.00
607.003 · Out of District Fees	1,463.30	1,400.00	63.30	104.52%	1,400.00
607.004 · LAN Fees	50.00	200.00	-150.00	25.0%	200.00
626.000 · Services Rendered	18,552.44	18,552.00	0.44	100.0%	18,552.00
642.000 · Robert Haltiner Book Sale	1,405.08	130.00	1,275.08	1,080.83%	1,400.00
642.002 · Merchandise Sales	51.10	100.00	-48.90	51.1%	100.00
658.000 · Book Fines	77.26	100.00	-22.74	77.26%	100.00
658.001 · Penal Fines	107,454.92	107,305.00	149.92	100.14%	107,305.00
658.002 · ILL-MelCat	282.71	238.00	44.71	118.79%	238.00
658.003 · Unique Management	40.00	10.00	30.00	400.0%	10.00
658.004 · Book/Video Material Replacement	1,633.67	1,500.00	133.67	108.91%	1,500.00
665.000 · Interest on Investments	95.86	15.00	80.86	639.07%	100.00
674.000 · Memorials	800.54	1,000.00	-199.46	80.05%	1,000.00
674.001 · Library Improvement Fund	14,901.68	32,000.00	-17,098.32	46.57%	22,000.00
674.004 · Friends of the Library	3,304.44	7,000.00	-3,695.56	47.21%	7,000.00
674.005 · READ for Adults Program	100.00	195.00	-95.00	51.28%	2,100.00
674.006 · Programs	3,527.00	300.00	3,227.00	1,175.67%	3,500.00
674.007 · Special Collections- Income	893.32	16,000.00	-15,106.68	5.58%	16,000.00
674.008 · Capital Improvements	250.00	250.00	0.00	100.0%	250.00
674.009 · Gifts at Register	319.34	250.00	69.34	127.74%	300.00
675.030 · Transfer from Fund Balance	0.00	91,525.00	-91,525.00	0.0%	108,800.00
676.000 · Miscellaneous	4,168.85	4,000.00	168.85	104.22%	4,000.00
Total Income	1,333,939.44	1,431,849.00	-97,909.56	93.16%	1,460,330.00
Expense					
701.000 · Salaries/Per Diem	533,405.67	601,000.00	-67,594.33	88.75%	630,000.00
710.000 · Social Security/Medicare	39,639.20	46,512.00	-6,872.80	85.22%	46,512.00
710.001 · Retirement/MERS	84,308.88	83,000.00	1,308.88	101.58%	90,820.00
710.002 · Hospitalization	74,932.89	93,000.00	-18,067.11	80.57%	88,500.00