

**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, September 19, 2022, at 4:03 pm. by President Joseph Garber.

**Present:**

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

Staff: Jessica Luther, Beth DeCaire, Tina Markowski, Nancy Mousseau

Friends of the Library: Karen Grochowksi

Via Videoconference: Michelle Cornish

Guests: Diane Bauer, Esther Williams

Absent: Ron Meneghel

**Minutes:** It was moved by Hunter with support from Meek to approve the minutes of the August 17, 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 Meek and supported by Hunter that both sets of bills as presented be approved. The motion passed.

**Friends of the Library Report:** Grochowski shared that they are wrapping up their t-shirt and sweatshirt fundraiser. At their October meeting they will be reviewing their bylaws and starting preparations for the Blizzard of Books.

**Old Business:**

**A. Bond Payment Resolution:** It was moved by Hunter with support from Meek to authorize a payment of \$31,300 to the Alpena County Building Authority. The motion passed. A signed copy of the full resolution is attached.

**B. Policy Review:**

- a. Late and Overdue Materials-** Luther shared a revised policy addressing overdue and late materials eliminating fines for overdue materials with exceptions for certain items. It was moved by Hunter with support from Meek. The motion passed. A copy of the policy is attached.
- b. Other-** Garber requested that Luther research other libraries' public comment policies and draft a policy for the October meeting. He also asked that Mousseau add a library policies page to the website. Mousseau will also look into creating a board portal for trustees to access library documents.

- C. **Special Collections Naming:** Luther shared that the unveiling for the George R. and Edith Angell Cook Special Collections will be held on Wednesday, October 5<sup>th</sup> at 2:00 pm.
- D. **Director Search:** Hunter reported that applications are still coming in, he indicated that he estimates that six of the candidates have the required qualifications. He and Cornish stated that they will spend two weeks revising resumés with the first interviews beginning in November. Hunter requested that trustees submit suggested interview questions to Cornish.
- E. **2024 Millage Renewal:** Garber requested that Luther obtain the deadlines for election filing dates and document submissions.

**New Business:**


- A. **2022 Budget Adjustments:** DeCaire presented the recommended 2022 quarterly budget adjustments. It was moved by Meek with support from Hunter to approve the adjustments as presented. The motion passed. A copy of the budget is attached.
- B. **Other:** Cornish's term as trustee is due for renewal. She will submit the paperwork when she returns to Alpena.

**Public Comment:**

Williams shared that she was unhappy with staff response to her issues accessing her Kanopy account and her interactions with some members of the staff. She also added that she would like to be allowed to attend the Friends of the Library meetings.

**Adjournment:** President Garber declared the meeting adjourned at 5:00 pm. The next regular meeting will be Wednesday, October 19, 2022, at 4:00 pm.

Respectfully submitted,

  
Joseph Garber  
President

  
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 21<sup>st</sup> day of September 2022 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Library in Alpena, Michigan, there were:

Present: Joseph Garber, Mark Hunter, Quintin Meek

Absent: Michelle Cornish, Ronald Meneghel

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

In order to make a schedule bond payment due October 1, 2022, the Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the Treasurer of Alpena County to transfer \$31,300 from the Library General Fund to the Building Authority of Alpena County.

YES: Garber, 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 21st day of September 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: September 21, 2022

### **Late and overdue materials**

- On September 22, 2022, all current overdue fines for library materials will be waived (excludes lost or damaged material fees and referral charges or charges from ILL overdues).
- Daily fines for overdue library materials will no longer be collected with the following exceptions:
  - Items borrowed from another library are subject to that library's borrowing policies which may include overdue fines
  - Library material exclusions to this policy include WiFi hot spots, tablets, laptops, telescopes, outdoor movie kits, and items from the ACL Library of Things
- Patrons are still responsible for returning items and paying for any lost or damaged materials
- Reminders will be sent via the patron's selected contact method on the following timeline:
  - Prior to the item being due
  - When the item is overdue
  - 7 days overdue
  - 14 days overdue
  - 21 days overdue

Materials that are more than 21 days overdue will result in the patron's account being blocked until they are returned. Patrons will be billed the replacement cost for any items that are damaged or overdue by 30 days. This bill will be waived if items are returned. Accounts owing more than \$25 may be sent to collections if the materials are not returned or paid for after 90 days from the billing date. Accounts sent to collections are subject to an additional referral fee. This information is NOT reported to credit bureaus.

Adopted: September 21, 2022



**Alpena County Library  
Proposed Budget Adjustments  
September 2022**

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget	Change	Revised
<b>Income</b>						
403.000 · Millage	990,435.38	980,000.00	10,435.38	101.07%		980,000.00
523.001 · LSTA	28,676.96	36,000.00	-7,323.04	79.66%	-600.00	35,400.00
566.006 · Director's Salary Reimbursement	3,513.45	4,400.00	-886.55	79.85%	-890.00	3,510.00
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	63,000.00	15,336.63	124.34%	8,048.00	71,048.00
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%		2,500.00
581.004 · Olive Steele Fund	0.00	697.00	-697.00	0.0%		697.00
581.005 · Superiorland Library Co-op	600.00	900.00	-300.00	66.67%	-300.00	600.00
581.006 · Gifts/Grants	20,000.00	33,423.00	-13,423.00	59.84%	-10,423.00	23,000.00
602.001 · Summer Book Club/Carnival	600.00				600.00	600.00
607.002 · Photocopy Fees	3,078.66	1,500.00	1,578.66	205.24%	1,668.00	3,168.00
607.003 · Out of District Fees	1,328.06	1,000.00	328.06	132.81%	400.00	1,400.00
607.004 · LAN Fees	50.00	200.00	-150.00	25.0%		200.00
626.000 · Services Rendered	15,052.44	12,000.00	3,052.44	125.44%	6,552.00	18,552.00
642.000 · Robert Haltiner Book Sale	122.66				130.00	130.00
642.002 · Merchandise Sales	34.10	100.00	-65.90	34.1%		100.00
658.000 · Book Fines	48.26	100.00	-51.74	48.26%		100.00
658.001 · Penal Fines	107,454.92	105,305.00	2,149.92	102.04%	2,000.00	107,305.00
658.002 · ILL-MelCat	181.88	238.00	-56.12	76.42%		238.00
658.003 · Unique Management	20.00	10.00	10.00	200.0%		10.00
658.004 · Book/Video Material Replacement	1,564.18	500.00	1,064.18	312.84%	1,000.00	1,500.00
665.000 · Interest on Investments	13.48	150.00	-136.52	8.99%	-135.00	15.00
674.000 · Memorials	800.54	2,800.00	-1,999.46	28.59%	-1,800.00	1,000.00
674.001 · Library Improvement Fund	11,009.68	37,000.00	-25,990.32	29.76%	-5,000.00	32,000.00
674.004 · Friends of the Library	3,279.86	10,000.00	-6,720.14	32.8%	-3,000.00	7,000.00
674.005 · READ for Adults Program	100.00	195.00	-95.00	51.28%		195.00
674.006 · Programs	300.00				300.00	300.00
674.007 · Special Collections- Income	874.40	16,000.00	-15,125.60	5.47%		16,000.00
674.008 · Capital Improvements	250.00				250.00	250.00
674.009 · Gifts at Register	264.23	50.00	214.23	528.46%	200.00	250.00
675.030 · Transfer from Fund Balance	0.00	91,525.00	-91,525.00	0.0%		91,525.00
676.000 · Miscellaneous	4,168.85	3,000.00	1,168.85	138.96%	1,000.00	4,000.00
Total Additions					22,148.00	
Total Subtractions					-22,148.00	
<b>Total Income</b>	<b>1,302,625.08</b>	<b>1,431,849.00</b>	<b>-129,223.92</b>	<b>90.98%</b>	<b>0.00</b>	<b>1,431,849.00</b>
<b>Expense</b>						
701.000 · Salaries/Per Diem	423,091.70	608,000.00	-184,908.30	69.59%	-7,000.00	601,000.00
710.000 · Social Security/Medicare	31,422.62	46,512.00	-15,089.38	67.56%		46,512.00
710.001 · Retirement/MERS	64,826.64	83,000.00	-18,173.36	78.1%		83,000.00
710.002 · Hospitalization	62,204.67	93,000.00	-30,795.33	66.89%		93,000.00



**Alpena County Library  
Proposed Budget Adjustments  
September 2022**

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget	Change	Revised
710.003 · "In Lieu of..." Hospitalization	4,800.00	10,800.00	-6,000.00	44.44%	-3,000.00	7,800.00
710.005 · Life Insurance	1,059.68	1,733.00	-673.32	61.15%		1,733.00
710.006 · Workers Compensation	785.00	1,300.00	-515.00	60.39%	-500.00	800.00
725.010 · Unemployment	1,164.00	1,000.00	164.00	116.4%	2,880.00	3,880.00
727.000 · Office Supplies	8,339.93	9,500.00	-1,160.07	87.79%		9,500.00
727.001 · Postage	808.37	1,000.00	-191.63	80.84%		1,000.00
728.000 · Special Collections- Expense	1,682.63	3,000.00	-1,317.37	56.09%		3,000.00
728.001 · Cook Endowment - Expense	34,487.05	37,836.00	-3,348.95	91.15%		37,836.00
730.000 · Book Collection	23,905.73	45,000.00	-21,094.27	53.12%	-3,700.00	41,300.00
731.000 · Databases	3,342.19	3,000.00	342.19	111.41%	1,043.00	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	4,000.00	14.22	100.36%	15.00	4,015.00
731.003 · Audio/Visual	681.18	2,000.00	-1,318.82	34.06%	-600.00	1,400.00
731.004 · Technology Replacement	1,359.76	2,500.00	-1,140.24	54.39%		2,500.00
732.000 · Equipment	2,356.93	2,500.00	-143.07	94.28%		2,500.00
735.001 · LSTA Expenses	28,951.49	36,000.00	-7,048.51	80.42%	-600.00	35,400.00
735.003 · MI Humanities Council Expenses	756.50				1,500.00	1,500.00
801.000 · UPRLC/SIRSI fees	26,240.68	32,000.00	-5,759.32	82.0%		32,000.00
801.001 · RIDES	8,368.65	4,000.00	4,368.65	209.22%	4,370.00	8,370.00
801.002 · ILL (Interlibrary Loans)	182.88	400.00	-217.12	45.72%		400.00
801.003 · Unique Mgmt.	223.75	250.00	-26.25	89.5%	100.00	350.00
801.101 · County Settlements	137.93	632.00	-494.07	21.82%	-80.00	552.00
802.000 · Professional Services	2,919.99	6,500.00	-3,580.01	44.92%	-2,500.00	4,000.00
802.001 · Audit/Financial Oversight	3,245.00	3,380.00	-135.00	96.01%	-135.00	3,245.00
805.000 · Training	685.00	1,000.00	-315.00	68.5%		1,000.00
806.000 · Contractual Services	15,933.54	12,000.00	3,933.54	132.78%	6,552.00	18,552.00
850.000 · Communications	7,026.64	13,357.00	-6,330.36	52.61%		13,357.00
860.000 · Travel	410.84	1,000.00	-589.16	41.08%	1,000.00	2,000.00
920.000 · Utilities	23,427.21	30,350.00	-6,922.79	77.19%		30,350.00
930.000 · Repair/Maintenance	21,105.46	20,500.00	605.46	102.95%	4,000.00	24,500.00
955.000 · Friends of the Library Expenses	4,865.80	10,000.00	-5,134.20	48.66%	-3,000.00	7,000.00
955.100 · Board Restricted	0.00	0.00	0.00	0.0%		0.00
956.000 · Summer Book Club/Carnival Exp	3,765.67	5,000.00	-1,234.33	75.31%	-145.00	4,855.00
956.002 · Programs Expense	3,778.57	7,500.00	-3,721.43	50.38%		7,500.00
965.000 · READ for Adults	580.87	1,000.00	-419.13	58.09%		1,000.00
969.001 · Print/Publishing/Bindery	7,462.51	10,606.00	-3,143.49	70.36%		10,606.00
969.002 · Insurance	0.00	6,250.00	-6,250.00	0.0%		6,250.00
969.003 · Kathy Currier Condo Assoc Exp	1,382.49	1,393.00	-10.51	99.25%		1,393.00
971.000 · Building Renovation	239,016.63	270,550.00	-31,533.37	88.35%	-200.00	270,350.00
<b>Total Additions</b>					21,460.00	
<b>Total Subtractions</b>					-21,460.00	
<b>Total Expense</b>	<b>1,073,300.40</b>	<b>1,431,849.00</b>	<b>-358,548.60</b>	<b>74.96%</b>	<b>0.00</b>	<b>1,431,849.00</b>