

**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, October 18, 2023, at 4:00 pm. by President Joseph Garber.

**Present:**

Board of Trustees: Joseph Garber, Dustin Budd, Michelle Cornish, Mark Hunter

Staff: Debra Greenacre, Beth DeCaire, Jessica Luther

Friends: Brenda Rae

Absent: Quintin Meek

**Approval of Agenda:** It was moved by Hunter with support from Cornish to accept the agenda with the addition of an item recognizing Sara Grochowski's service to the Library. The motion passed.

**Review and Approval of Minutes:** It was moved by Cornish with support from Hunter to accept the minutes from the September 20, 2023, regular meeting. The motion passed.

**Financial Reports:** The Financial Reports were reviewed, and Garber directed it to be filed as presented subject to final audit.

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

**Director and Leadership Team Report:** Greenacre summarized the written report. She reported that she aims to have a draft of the bylaws ready for board review at the November meeting. She added that she and Luther are working on updating job descriptions and with the resignation of Grochowski they are working on filling the Youth Services position.

Hunter asked that his position that the board should be responsible for drafting the bylaws be recorded.

Budd expressed his appreciation for the monthly reports and all of the programs and activities being worked on by the Library staff, he asked that his appreciation be shared with the staff.

**Friends of the Library Report:** Rae reported the Friends have rescheduled their meetings to 1 pm on the first Wednesday of the month. She shared that they hosted the Friends of Michigan Libraries for a half-day workshop at the Library on October 6<sup>th</sup>.

**Public Comment:**

None.

## Old Business:

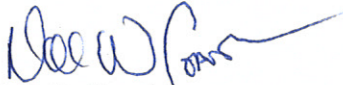
- A. **MERS Discussion:** It was moved by Hunter with support from Cornish to lift the commitment of the unassigned fund balance for the MERS Pension Liability. The motion passed.

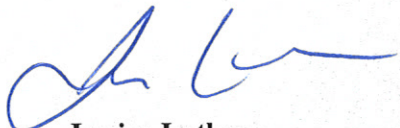
## New Business:

- A. **2023 Budget Amendment:** An amendment to the 2023 budget was presented. It was moved by Hunter with support from Budd to approve the amendment as presented. The motion passed.
- B. **2024 Draft Budget:** Greenacre presented a draft of the 2024 Library operating budget. She will have another draft for review at the November meeting after the Personnel Committee makes recommendations on health insurance. She added that the final budget will need to be presented at a public hearing prior to board approval.
- C. **Materials Challenge Training:** Garber requested that Greenacre and Luther coordinate with Dillon Geshel, Director of the Superiorland Library Cooperative, to lead a shortened training session on materials challenges and the role of the board. Cornish shared her experience serving on the Materials Reconsideration Committee in response to a challenge and encouraged each board member to take a turn serving.
- D. **Facilities and Finance Committees:** Budd confirmed his willingness to serve on the Facilities Committee. Garber stated that committees will be set at the 2024 February Annual Meeting when officers are elected. He and Hunter will meet as the Personnel Committee with Greenacre and DeCaire to evaluate the health insurance renewal options.
- E. **November Meeting Date:** The meeting will be held as scheduled.
- F. **Library Appreciation Month:** Greenacre shared the proclamations from the Alpena County Board of Commissioners and Alpena Municipal Council declaring October as Michigan Library Appreciation Month.
- G. **Recognition of Sara Grochowski:** Hunter expressed his admiration for the work Grochowski has done as Head of Youth Services. He stated her work was excellent and extraordinary. It was moved by Hunter with support from Cornish to recognize her outstanding service to the Library. The motion passed.

**Adjournment:** President Garber declared the meeting adjourned at 4:40 pm. The next regular meeting will be Wednesday, November 15, 2023, at 4:00 pm.

Respectfully submitted,

  
Michelle Cornish  
Secretary

  
Jessica Luther  
Recording Secretary

# 2023 BUDGET AMENDMENTS

	Jan - Sep 23	Budget	Proposed	Change
<b>Income</b>				
403.000 · Millage	1,026,075.14	1,025,500.00	1,026,075.00	575.00
523.001 · LSTA	0.00	5,000.00	0.00	-5,000.00
566.003 · MI Humanities Council	0.00	1,500.00	0.00	-1,500.00
566.006 · Director's Salary Reimburse	1,208.35	4,400.00	3,625.00	-775.00
572.000 · USF - Universal Service Fun	0.00	1,060.00	0.00	-1,060.00
573.000 · Local Comm. Stabilize Share	74,728.21	74,728.00	74,728.00	0.00
574.000 · State Aid	29,313.76	29,095.00	29,313.00	218.00
581.003 · Community Found. of NE MI	4,535.00	5,600.00	5,600.00	0.00
581.004 · Olive Steele Fund	743.00	600.00	740.00	140.00
581.005 · Superiorland Library Co-op	1,100.00	600.00	1,100.00	500.00
581.006 · Gifts/Grants	60,677.40	57,440.00	62,000.00	4,560.00
602.000 · Author Income	11,622.87	11,620.00	11,620.00	0.00
607.002 · Photocopy Fees	4,214.23	5,000.00	5,000.00	0.00
607.003 · Out of District Fees	1,258.91	2,000.00	2,000.00	0.00
626.000 · Services Rendered	15,712.90	15,713.00	15,713.00	0.00
642.000 · Robert Haltiner Book Sale	24.50	100.00	100.00	0.00
642.002 · Merchandise Sales	36.00	100.00	100.00	0.00
658.000 · Book Fines	175.00	100.00	200.00	100.00
658.001 · Penal Fines	97,780.14	97,780.00	97,780.00	0.00
658.002 · ILL-MelCat	217.69	300.00	300.00	0.00
658.004 · Book/Video Material Replace	282.33	300.00	300.00	0.00
665.000 · Interest on Investments	1,642.77	1,500.00	1,800.00	300.00
667.000 · Conference Room Rental	50.51	50.00	50.00	0.00
674.000 · Memorials	951.18	1,500.00	1,500.00	0.00
674.001 · Library Improvement Fund	4,421.94	12,884.00	12,884.00	0.00
674.004 · Friends of the Library	7,110.96	9,000.00	9,000.00	0.00
674.005 · READ for Adults Program	450.00	2,100.00	450.00	-1,650.00
674.006 · Programs	1,372.16	1,500.00	1,500.00	0.00
674.007 · Special Collections- Income	15,299.57	16,000.00	16,000.00	0.00
674.008 · Capital Improvements	0.00	250.00	250.00	0.00
674.009 · Gifts at Register	170.16	310.00	310.00	0.00
674.200 · Cook Endowment Fund	5,009.07	5,000.00	5,000.00	0.00
676.000 · Miscellaneous	316.13	500.00	500.00	0.00
<b>Total Income</b>	<b>1,366,499.88</b>	<b>1,389,130.00</b>	<b>1,385,538.00</b>	<b>-3,592.00</b>

<b>Expense</b>				
701.000 · Salaries/Per Diem	431,804.77	630,162.00	618,000.00	-12,162.00
710.000 · Social Security/Medicare	32,793.81	50,050.00	50,050.00	0.00
710.001 · Retirement/MERS	64,159.59	95,400.00	90,711.00	-4,689.00
710.002 · Hospitalization	57,264.80	75,000.00	78,695.00	3,695.00
710.003 · "In Lieu of..." Hospitalizatio	9,975.00	10,500.00	13,300.00	2,800.00

2023 BUDGET AMENDMENTS

	Jan - Sep 23	Budget	Proposed	Change
710.005 · Life Insurance	1,031.04	1,600.00	1,600.00	0.00
710.006 · Workers Compensation	106.00	1,100.00	1,200.00	100.00
725.007 · Director's Moving Expenses	3,500.00	3,500.00	3,500.00	0.00
727.000 · Office Supplies	5,879.48	10,000.00	8,500.00	-1,500.00
727.001 · Postage	753.27	1,200.00	1,200.00	0.00
728.000 · Special Collections- Expens	1,691.88	3,000.00	3,000.00	0.00
728.001 · Cook Endowment - Expense	4,047.00	5,000.00	5,000.00	0.00
730.000 · Book Collection	28,185.10	38,000.00	38,000.00	0.00
731.000 · Databases	2,082.01	5,500.00	5,500.00	0.00
731.001 · E- Media Services	2,750.00	2,750.00	2,750.00	0.00
731.002 · Periodicals	4,271.44	4,054.00	4,272.00	218.00
731.003 · Audio/Visual	1,583.98	6,000.00	6,000.00	0.00
731.004 · Technology Replacement	2,118.92	3,500.00	3,500.00	0.00
732.000 · Equipment	3,398.54	3,500.00	3,500.00	0.00
735.000 · First Federal Legacy Founda	4,972.09	5,000.00	5,000.00	0.00
735.001 · LSTA Expenses	0.00	5,000.00	0.00	-5,000.00
735.003 · MI Humanities Council Expe	1,472.73	2,000.00	2,000.00	0.00
735.006 · Gifts/Grants Expense	1,533.69	3,000.00	14,323.00	11,323.00
801.000 · UPRLC/SIRSI fees	27,323.44	32,000.00	32,000.00	0.00
801.001 · RIDES	4,566.55	4,567.00	4,567.00	0.00
801.002 · ILL (Interlibrary Loans)	116.92	400.00	400.00	0.00
801.003 · Unique Mgmt.	116.35	480.00	480.00	0.00
801.101 · County Settlements	243.60	500.00	500.00	0.00
802.000 · Professional Services	2,447.00	3,500.00	3,500.00	0.00
802.001 · Audit/Financial Oversight	3,300.00	5,500.00	5,500.00	0.00
803.000 · Authors	16,314.62	16,315.00	16,315.00	0.00
805.000 · Training	345.25	1,650.00	1,650.00	0.00
806.000 · Contractual Services	15,712.90	15,713.00	15,713.00	0.00
816.000 · County Admin Overhead	1,965.75	2,700.00	2,700.00	0.00
850.000 · Communications	14,843.42	14,700.00	17,700.00	3,000.00
860.000 · Travel	205.81	1,000.00	1,000.00	0.00
860.001 · Director's Search	21,488.09	21,489.00	21,489.00	0.00
920.000 · Utilities	26,046.93	37,000.00	37,000.00	0.00
930.000 · Repair/Maintenance	31,706.74	33,000.00	39,500.00	6,500.00
955.000 · Friends of the Library Expen	7,019.59	9,000.00	9,000.00	0.00
956.002 · Programs Expense	8,933.63	10,000.00	10,000.00	0.00
957.000 · Comm Found of NE MI Expe	4,125.04	5,600.00	5,600.00	0.00
965.000 · READ for Adults	441.29	1,000.00	1,000.00	0.00
969.001 · Print/Publishing/Bindery	8,263.77	12,000.00	12,000.00	0.00
969.002 · Insurance	5,152.42	6,000.00	5,900.00	-100.00
969.003 · Kathy Currier Condo Assoc	1,622.83	31,400.00	1,623.00	-29,777.00
991.000 · Debt Service - Principal	120,000.00	120,000.00	120,000.00	0.00
992.000 · Debt Service - Interest	31,300.00	60,800.00	60,800.00	0.00
<b>Total Expense</b>	<b>1,018,977.08</b>	<b>1,411,130.00</b>	<b>1,385,538.00</b>	<b>-25,592.00</b>



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

## PROCLAMATION

**Whereas**, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries;

**WHEREAS**, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

**WHEREAS**, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

**WHEREAS**, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

**WHEREAS**, libraries-offering access to a diverse array of resources including books, digital media, educational programs, and technology; and

**WHEREAS**, libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

**WHEREAS**, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

**Whereas**, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October;

**Now, therefore, I, Matt Waligora, Mayor of the City of Alpena, Do Hereby Proclaim** October 2023  
as

### **Michigan Library Appreciation Month**

and encourage all residents, community organizations, and public officials to join in celebrating the libraries in our state, their dedicated staff, and the countless ways in which libraries enrich our lives and contribute to the betterment of society.

Signed at Alpena, Michigan this 16<sup>th</sup> day of October, 2023.



A blue ink signature of Matt Waligora, consisting of a stylized cursive 'M' followed by a series of loops and a final flourish.

Matt Waligora  
Mayor



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[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

**Resolution #23-22**

**Alpena County Board of Commissioners  
Michigan Library Appreciation Month October 2023**

District #4  
Chairman of the Board  
Bill Peterson

Whereas, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries;

District #6  
Vice-Chairman  
Burt Francisco

WHEREAS, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

District #1  
Commissioner  
Bill LaHaie

WHEREAS, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

WHEREAS, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

District #2  
Commissioner  
Jesse Osmer

WHEREAS, libraries-offering access to a diverse array of resources including books, digital media, educational programs, and technology; and

District #3  
Commissioner  
Robin Lalonde

WHEREAS, libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

WHEREAS, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

District #5  
Commissioner  
Brenda Fournier

Whereas, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October;

District #7  
Commissioner  
Travis Konarzewski

Now, therefore, I, Gretchen Whitmer, Governor of Michigan, do hereby proclaim October 2023 as Michigan Library Appreciation Month. During this time, I encourage all residents, community organizations, and public officials to join in celebrating the libraries in our state, their dedicated staff, and the countless ways in which libraries enrich our lives and contribute to the betterment of society.

District #8  
Commissioner  
John Kozlowski

Moved by Commissioner Lalonde and supported by Commissioner LaHaie to approve Resolution #23-22 Michigan Library Appreciation Month October 2023 as presented. Motion carried.

County Administrator  
Mary Catherine Hannah

STATE OF MICHIGAN)  
County of Alpena)

  
Bill Peterson, Chairman of the Board

Board Assistant  
Lynn Bunting

Board Assistant  
Kimberly MacArthur

HR Specialist  
Jennifer Mathis



I, Keri Bertrand, Clerk of the Circuit Court for the County of Alpena, the same Court of Record and having a seal, do hereby certify that I have compared the annexed copy of the Resolution adopted by the Alpena County Board of Commissioners at the October 10, 2023 session and that it is a true and correct transcript therefrom and of the whole thereof.

IN TESTIMONY THEREOF, I have hereunto set my hand and affixed the seal of said Court, at Alpena this 10th day of October 2023.

  
Keri Bertrand, County Clerk