

**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 15, 2023, at 4:00 pm. by President Joseph Garber.

Present:

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

Staff: Debra Greenacre, Beth DeCaire, Jessica Luther

Friends: Brenda Rae

Guest: Dillon Geshel, Director, Superiorland Library Cooperative

Approval of Agenda: Garber indicated that the agenda item with Ken Neilsen has been moved to the December 20, 2023, meeting.

Review and Approval of Minutes: It was moved by Budd with support from Cornish to accept the minutes from the October 18, 2023, regular meeting. The motion passed.

Financial Reports: The Financial Reports were reviewed, De Caire indicated where the MERS liability was removed from the balance sheet. Garber directed it to be filed as presented subject to final audit.

Hunter requested clarification on the designation of the funds from a bequest received earlier in the year. Greenacre stated that \$10,000 has been designated to items and services for youth services with the remainder being allocated to the operating budget per the budget amendment approved in October.

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

Director and Leadership Team Report: The written report was reviewed. Luther explained the process for registering the Little Free Library.

Friends of the Library Report: Rae reported the Friends are working on the Blizzard of Books and a T-shirt fundraiser. They have postponed their annual Christmas party until January. She shared that they were awarded a \$10,000 grant from the Michigan Nonprofit Association's COVID Nonprofit Relief Fund.

Public Comment:

Traci Collins of Lachine asked about the dates the collection development policy and public comment policy were approved.

An unnamed audience member shared that she enjoys coming to the library and attends a lot of community meetings.

Old Business: None.

New Business:

A. 2024 Budget-Staff Wages and Health Insurance: The Personnel Committee recommended that \$631,060 be approved for staff wages in 2024. It was moved by Hunter with support from Cornish to adopt the recommendation. The motion passed with Meek abstaining from discussing and voting.

The committee recommended that the current health insurance plan be renewed at a cost of \$105,040 for 2024. It was moved by Hunter with support from Budd to adopt the recommendation. The motion passed.

DeCaire clarified that the current policy allows for individual coverage for part-time employees working 25 hours or more weekly and family coverage for those working 35 hours or more.

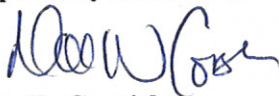
B. Birthday Holiday: The Personnel Committee recommended approval of a floating holiday for staff birthdays to be used within the pay period of the birthday. It was moved by Cornish with support from Meek to adopt the recommendation. The motion passed.

C. By-Laws: Greenacre provided copies of the existing by-laws, revisions from Foster-Swift, sample by-laws from other libraries, and an excerpt from the Library of Michigan Trustee Manual. Garber instructed the board to send questions, comments, and revisions to him and Greenacre by the beginning of December. He and Greenacre will compose a draft for the December meeting.

D. Materials Challenge Training: Geshel presented information to the group regarding the legalities surrounding material challenges and how to navigate those challenges specifically for library trustees.

Adjournment: President Garber declared the meeting adjourned at 5:14 pm. The next regular meeting will be Wednesday, December 20, 2023, at 4:00 pm.

Respectfully submitted,



Michelle Cornish
Secretary



Jessica Luther
Recording Secretary