

**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, May 21, 2025, at 4:00 pm by President Dustin Budd.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Traci Collins, Jennifer Graham

Staff: Christina Markowski, Nancy Mousseau, Carmen Grubaugh

FOL: Diane Guigar-Pilgrim

Excused: Julie Byrnes

Approval of Agenda: It was moved by Garber with support from Collins to include approval of the meeting minutes from the April 29, 2025 special meeting. The motion passed.

Review and Approval of Minutes: It was moved by Graham with support from Collins to accept the minutes from the April 16, 2025 regular meeting. The motion passed.

It was moved by Garber with support from Graham to accept the minutes from the April 29, 2025 special meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski.

Review and Approval of Bills: It was moved by Garber and supported by Graham that the bills as presented be approved. The motion passed.

Leadership Team Reports: The written report was reviewed. Markowski stated she received an appraisal from Denny's Painting for the cost of fixing the wall the library shares with the Currier building. She noted payroll switched over to BASIC and bills were switched over to Quickbooks Online. Markowski shared the alarm system was operational and the Summer Reading Program kickoff was June 21, 2025 with one program changing to a foam party.

Friends of the Library Report: Guigar-Pilgrim noted the FOL bookstore made a \$80 profit in May and the Friends received a large donation for the FOL book sale in August. She stated the Friends were making plans to participate in the Summer Festival and Farmers Market.

Public Comment: There were no public comments.

Old Business:

A. Director Search: Collins stated the initial director search interview occurred on April 29, 2025 whereas Sheila Collins and Christina Markowski were selected as the final two candidates. She noted the final director search interviews would be held Wednesday, May 28, 2025 at 9:15 am. Collins tasked Garber and herself with obtaining estimates on the Library Director's pay package, vacation time, and moving allowance. She stated Mousseau would post the agenda for the final interview on the library's website and that the final interviews may be attended by the public in-person or online via Zoom. The board decided which members would accompany the final candidates to dinner on May 27, 2025. Budd

and Byrnes were to accompany Sheila Collins while Garber and Graham were to accompany Christina Markowski.

B. Public Comment Policy: It was moved by Garber with support from Collins to approve the Public Comment Policy with the following changes:

Rule 3 wording of “residency” be changed to “county/township of residence”

Rule 4 wording “Each statement made by a participant is limited to 3 minutes duration per person. Time can not be exchanged between participants.”

Rule 5 to be changed to “The Board encourages polite and civil discourse and discourages disruptive behavior such as booing, hissing, clapping while a participant is speaking” with the subsequent rules increasing by a number but their wording remaining unchanged.

The word “will” after “the presiding officer” in the last three paragraphs to be changed to “may.”

The motion passed. A copy of the updated Public Comment Policy will be attached to the minutes.

Committee Reports: Budd noted the Personnel Policy Committee met on April 24, 2025, to select the oldest policies for the Board to revise and to consider if there are any gaps which would require new policies. He stated the Public Relations Policy and the Children Unattended in the Library Policy would be on June’s agenda.

New Business:

A. Facility Manager Salary: This item was tabled until the June 18, 2025 board meeting to provide Markowski time to research overtime exemptions, hourly wages, and salaries for facility managers from other libraries.

B. Credit Card Policy: It was moved by Collins with support from Graham to approve the Credit Card Policy with the agreed upon changes:

The last bullet point under *Issuance* to be changed to “Every effort will be made to pay the balance of the credit card bill in full in a time frame that will not incur any interest, expenses, or fees.”

To insert “including but not limited to” after “as follows” under *Authorised Uses*.

The motion passed. A copy of the updated Credit Card Policy will be attached to the minutes.

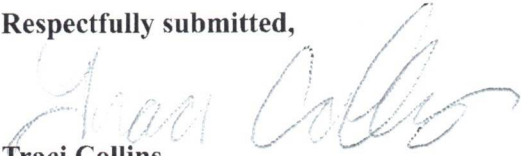
C. Privacy Policy: It was moved by Garber with support from Graham to accept the Privacy Policy with the stipulation to remove the *Policy Review* section. The motion passed. A copy of the updated Privacy Policy will be attached to the minutes.

D. Board Comment: Collins noted Garber and herself were meeting with Brian Mortimore on May 22, 2025 to discuss dietary restrictions and restaurants for the final director candidates.

E. Board of Trustee Training with Anne and Clare: Markowski recommended meeting with Anne and Clare for a 4 hour time period for training. She planned to send out a poll to the board to determine the best date for training.

Adjournment: It was moved by Collins with support from Garber to adjourn the meeting. Budd declared the meeting adjourned at 5:10 pm. The next meeting will be Wednesday, June 18, 2025 at 4:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Traci Collins".

Traci Collins

Secretary

Carmen Grubaugh

Recording Secretary