

**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, July 16, 2025, at 4:01 pm by President Dustin Budd.

Present:

Board of Trustees: Dustin Budd, Julie Byrnes, Traci Collins, Jennifer Graham

Staff: Christina Markowski, Nancy Mousseau, Carmen Grubaugh

FOL: Diane Guigar-Pilgrim

Guest: Patrick Heraghty

Introduction of New Trustee: Budd stated Joe Fulkerson was the new Board of Trustees member. He noted Fulkerson would be sworn in and officially be able to participate as a board member by the August 20, 2025 meeting.

Approval of Agenda: It was moved by Graham with support from Byrnes to approve the agenda. The motion passed.

Review and Approval of Minutes: It was moved by Byrnes with support from Graham to accept the minutes from the June 18, 2025 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski. It was moved by Byrnes with support from Collins to accept the financial reports. The motion passed.

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

Leadership Team Reports: The written report was reviewed. Markowski stated she had not heard back from Denny's Painting and that she was considering different contractors to fix the wall the library shares with the Currier building. She reported the Summer Reading Program (SRP) was going well and about 40 people attended a puppet show. She met with the Rotary Club, planned to meet with the Lions Club in August and collaborate with the National Oceanic and Atmospheric Administration (NOAA) on a storywalk outside the library. She mentioned Jessica Luther was working with the Downtown Development Authority (DDA) to make First Avenue safer and James DeVault was continuing to switch juvenile nonfiction over to the BROWSE Method. Markowski noted Luther and herself would be presenting the BROWSE Method at the Upper Peninsula Region of Library Cooperation (UPRLC) Conference in September.

Friends of the Library Report: Guigar-Pilgrim stated the Friends were focused on the annual book sale starting August 13, 2025 through August 16, 2025.

Public Comment: Diane O'Connor, Alpena, sought clarification about the Public Comment Policy regarding there being two Public Comments during each meeting.

See Board Comment.

Old Business:

A. Certificate of Deposit: Markowski suggested the board decide before July 20, 2025 if a \$250,000 trust donation should be moved to the Community Foundation or remain as a Certificate of Deposit (CD) at Nicolet and roll over for another three month or six month term.

See Community Foundation for Northeast Michigan Update-Guest, Patrick Heraghty.

Committee Reports: The Personnel and Policy Committee met briefly to discuss updates for the Emergency Procedures Policy and the Bed Bug Policy. Budd noted the ACL Gift and Acceptance Policy and the ACL Recognition Policy would be on the August 20, 2025 agenda.

New Business:

A. Resolution to Approve Bond Administration Fee: It was moved by Byrnes with support from Collins to authorize a \$500 payment to the Alpena County Building Authority for the Annual Bond Administration Fee. The motion passed.

B. Community Foundation for Northeast Michigan Update-Guest, Patrick Heraghty: Heraghty briefly described the history of the Community Foundation and its financial relationship with the library. He recommended endowing half of the \$250,000 trust donation.

It was moved by Collins with support from Byrnes to roll over the \$250,000 trust donation as a CD at Nicolet for another three month term. The motion passed.

Budd recommended the CD being moved to the Community Foundation be an item on the September 24, 2025 agenda.

C. Emergency Procedures Policy: It was moved by Graham with support from Byrnes to adopt the updated Emergency Procedures Policy. The motion passed. A copy of the updated Emergency Procedures Policy will be attached to the minutes.

D. Bed Bug Policy: It was moved by Collins with support from Byrnes to adopt the updated Bed Bug Policy. The motion passed. A copy of the updated Bed Bug Policy will be attached to the minutes.

E. Rest/Respite Day For Staff: Markowski proposed a paid rest/respite day off for library staff after the SRP ends in August. Following discussion, no motion was made.

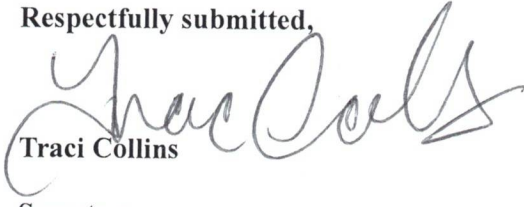
Board Comment: The board wished to remind its members about Board Training with Claire on August 18, 2025.

The board changed the September meeting date from September 18, 2025 to September 24, 2025 at 4:00 pm as Markowski and Luther were attending the UPRLC conference during the original meeting date.

Collins addressed O'Connor's comment by stating that in accordance with the updated Public Comment Policy it falls within the board's discretion whether or not there are two Public Comments but it is not a requirement nor may it be efficient in some circumstances to have two Public Comments at every meeting. She noted the board may use Board Comment to answer the public's questions or the public may send questions to the library's email.


Adjournment: It was moved by Graham with support from Byrnes to adjourn the meeting. Budd declared the meeting adjourned at 5:31 pm. The next meeting will be Wednesday, August 20, 2025 at 4:00 pm.

Respectfully submitted,

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

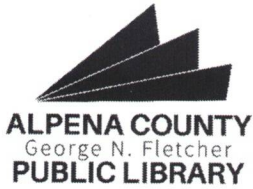
Traci Collins

Secretary

A handwritten signature in cursive script, appearing to read "Carmen Grubaugh".

Carmen Grubaugh

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 16th day of July 2025 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Library in Alpena, Michigan, there were:

Present: Dustin Budd, Julie Byrnes, Traci Collins, Jennifer Graham

Absent: none

The following preamble and resolution is offered by Byrnes and seconded by Collins.

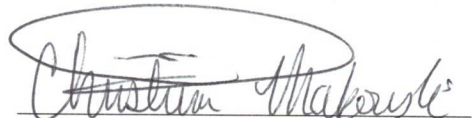
The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the County Treasurer to transfer \$500 from the Library General Fund to the Debt Fund of the Building Authority of Alpena County for payment of the Annual Bond Administrative Fee.

YES: 4

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 16th day of July 2025, 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.


Christina Markowski, Library Director

DATED: July 16, 2025