

**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, February 19, 2025, at 4:00 pm by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Traci Collins, Julie Byrnes

Staff: Christina Markowski, Nancy Mousseau, Carmen Grubaugh

Friends: Diane Guigar-Pilgrim

Guests: Brian Mortimore (Mortimore Consulting, LLC.), Rachel Smolinski (Alpena City Manager), Mac McClelland (Mac Consulting Service, LLC.)

Approval of Agenda: There were no additions to the agenda.

Review and Approval of Minutes: It was moved by Collins with support from Byrnes to accept the minutes from the January 15, 2025 meeting with the heading above (*A.*) *Director Search* being changed to *Old Business*. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski.

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

Director and Leadership Team Report: The written report was reviewed. Markowski included the Strategic Plan: Staff Action Items/Guideposts last updated at the January 31, 2025 staff inservice day in the board packet which the board wished to discuss more in the future. She listed Northland Credit Federal Union Smart Money Program, Paws to Read, and a fifth grade class utilizing the library's MakerLab for 3-D printing as some of the upcoming programs for children. She answered Budd's questions about the Resume Help program for adults. Mousseau noted a collaboration with Alpena Family Partnership to use the MakerLab and Marlo Broad encouraged the audience to view the winter carnival display put together by Special Collections.

Friends of the Library Report: Guigar-Pilgrim stated the Friends were preparing for Blizzard of Books in March 2025 and for the annual book sale in August 2025.

Public Comment:

Mark Hunter, city of Alpena, stated the board's authority is limited and he recommended the board consult with a library attorney about statutes that cover the selection and placement of books.

Michelle Greko, city of Alpena, praised the shortened *Free For All: The Public Library* documentary she attended at the library and encouraged the audience to watch the full version on PBS April 29, 2025. In accordance with the documentary, she stressed the importance of the library being free and open to all people. She stated books should remain on library shelves, library staff should be supported, library programs should continue to run, and the library should remain a safe space for the community.

Old Business:

A. Director Search: Mortimore presented his process, his projected timeline, and answered board members' questions about how he would fulfill the Library Director search contract if the board decided to publicly post the Library Director position as of March 1, 2025.

See *New Business:(B.) Board Officer Appointments.*

New Business:

A. Corridor Improvement Authority (City of Alpena): Smolinski and McClelland sought the board's approval to enter the library into an Interlocal Agreement with the Corridor Improvement Authority (CIA) to assist in the development of an independent/assisted living facility on 10 acres of land near US 23 North and Hamilton Road. In accordance with the Tax Increment Financing (TIF) Plan, 90% of the library's tax revenue would be captured by the CIA with the remaining 10% distributed back to the library. After 20 years, the library would receive 100% of the taxes generated by the project.

It was moved by Budd with support from Byrnes for the library to enter into the Interlocal Agreement with the CIA.

Garber: Aye

Budd: Aye

Byrnes: Aye

Collins: Nay

The motion passed with opposition from Collins.

B. Board Officer Appointments: Byrnes nominated Budd as President with support from Budd. Budd nominated Byrnes as Treasurer and Collins as Secretary with support from Byrnes. Byrnes nominated Garber as Vice President with support from Collins.

President: Dustin Budd

Vice President: Joseph Garber

Treasurer: Julie Byrnes

Secretary: Traci Collins

Roll Call Vote:

Budd: Yes

Byrnes: Yes

Collins: Yes

Garber: Yes

The slate of offices for 2025 was approved.

It was moved by Budd with support from Collins to authorize Mortimore to begin the Library Director search starting March 1, 2025. The motion passed.

Budd nominated Collins and Garber with support from Byrnes to serve as the Search Committee.

Collins: Yes

Garber: Yes

The Search Committee was formed.

C. Additional Trustee Signer: It was moved by Budd with support from Collins to maintain Garber as a trustee signer and have Byrnes, as the Treasurer, be the additional trustee signer. The motion passed.

D. Elevator Contract: It was moved by Byrnes with support from Budd to enter into a five year basic service contract with Otis. The motion passed.

It was moved by Budd with support from Byrnes to have Otis fulfill the packing replacement service order for \$12, 205.79. The motion passed.

E. PTO Policy: It was moved by Collins with support from Budd to simplify paid time off (PTO) to two categories, to adopt the revisions made to the Employee Handbook as to comply with the two new PTO categorizations including *Birthday (within pay period)* being added under *HOLIDAY POLICY* and to reject the revision of the last line of *SICK PAY: b* which would have enabled part-time employees working less than 25 hours to accumulate sick pay. The motion passed.

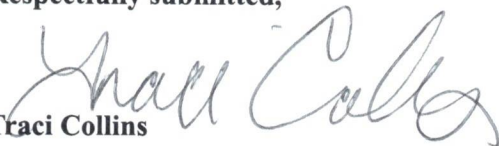
F. Video Conferencing: It was moved by Budd with support from Byrnes to adopt the video conferencing policy as drafted by Foster/Swift with the stipulation that no public comments be permitted by disabling chat if possible. The motion passed.

G. Conference Room Request for Staff: It was moved by Byrnes with support from Collins to allow a small number of library staff members to utilize the Stillion conference room outside of their library working hours for a private ceremony on March 14, 2025. The motion passed.

Adjournment: It was moved by Budd with support from Byrnes to adjourn the meeting. Budd declared the meeting adjourned at 5:57 pm. The next meeting will be Wednesday, March 19, 2025 at 4:00 pm.

Other: Quentin Meek resigned as a trustee on the board effective February 12, 2025. The board wishes to acknowledge Meek for his many years of service.

Respectfully submitted,


Traci Collins

Secretary


Carmen Grubaugh

Recording Secretary

Effective February 19, 2025
Supersedes All Others

HOLIDAY POLICY

The following dates shall be recognized as paid holidays for all employees:

- January 1 (or January 2, if the first falls on a Sunday)
- Third Monday in January: Martin Luther King
- President's Day
- Good Friday
- Memorial Day (Last Monday in May)
- July 4 (Independence Day)
- Labor Day (First Monday in September)
- November 11: Veteran's Day
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- December 24 (Christmas Eve Day)
- December 25 (Christmas Day)
- December 31: New Year's Eve
- Birthday (within pay period)

In order to qualify for holiday pay, the employee must be on duty on their scheduled shift immediately before and after the holiday. Pre-approved absence with pay will be considered as being on duty.

All full-time and part-time employees, will be paid for their normal work week hours. However, the Library will not pay in excess of 8 hours for a holiday. Should the employee's normal work schedule be in excess of 8 hours, the time may be rescheduled during the pay period during which the holiday occurs.

When a paid holiday is on a Saturday the Library will also close the preceding Friday. When a paid holiday, except Easter Sunday, falls on a Sunday, the Library will be closed the following Monday. Employees will be paid for their normally scheduled hours, and will not receive any compensation beyond their authorized work schedule for holidays.

Holiday-related closures may be adjusted at the discretion of the Library Director for the best interest of service to the public.

Paid Leave

For employees will earn vacation pay as follows:

- An employee with from one (1) to five (5) years of service shall be entitled to two (2) weeks plus two days of paid leave with pay for twelve (12) working days. For example,
an

employee who works 25 hours will receive 2 weeks plus two days equivalent to 12 days or 50 hours plus two days.

- An employee with five (5) or more years of service shall be entitled to three (3) weeks plus two days of paid leave with pay for seventeen (17) working days.
- An employee with ten (10) or more years of service shall be entitled to four (4) weeks plus two days of paid leave with pay for for twenty-two (22) working days.
- An employee with fifteen (15) or more years of service shall be entitled to five (5) weeks plus two days of paid leave with pay for twenty-seven (27) working days.
- Vacation time for part-time staff will be paid based on their normal work-week schedule.
- An employee who is originally hired as part-time and later promoted to full-time shall keep their original hire date for the purpose of calculating vacation time.

SICK PAY

Full-time and part-time employees scheduled to work twenty-five (25) to thirty-four (34) hours per week) and shall be granted sick leave of absence with pay under the following conditions and qualifications:

- a. For full-time employees, paid sick leave will be earned at the rate of seven (7) hours for those who are scheduled to work 35 hours/week and eight (8) hours for those scheduled to work 40 hours/week for each month of active service with the Library. For purposes of this section, an employee has a complete month of active service when they work or receive pay for at least one hundred forty (140) hours during any calendar month.
- b. Part-time employees who work for twenty five (25) to thirty four (34) hours per week or receive pay for less than one hundred forty (140) hours per month shall receive pro-rated sick leave based upon the number of hours worked or paid divided by one hundred forty (140), rounded to the nearest one half (1/2) hour.
- c. An employee's sick leave accumulation shall be reduced by one (1) hour for each hour of sick leave taken.
- d. Employees may utilize accrued paid sick leave when it is established to the Library's satisfaction that an employee is incapacitated from the performance of work due to physical or mental illness, injury, or other disability. Disability associated with pregnancy, miscarriage, abortion, or childbirth shall be treated as any other disability. Employees may also use up to four weeks of accrued paid sick leave each calendar year for illness to members of their immediate household that necessitate the employee's presence with that individual, subject to the same verification procedures for personal illness, or injury. For the purposes of this Section, an

employee's mother, father, spouse, child, or member of the employee's immediate household living with the employee. Special exceptions may be considered by the Library Board for important relations outside of members of the immediate household. Four weeks is calculated as the number of hours that an employee is regularly authorized to work per week.

e. An employee is eligible for paid sick leave only if they make every reasonable effort to notify the department manager or Library Director of the need to utilize paid sick leave before the start of their scheduled day of work. Employees will be required to sign a statement of request for sick leave pay. The Library Director may require, in addition to the employee's own statement, a physician's certificate showing that the time off was due to actual disability, provided that such a request is reasonable under existing circumstance. Such a request shall not apply to short leaves of one or two days unless such leaves are habitual. Falsifications of the physicians' certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including discharge.

f. There shall be a maximum accumulation of one thousand four hundred forty (1440) hours or one hundred eighty days (180) of paid sick leave for full-time employees and (seven hundred twenty (720) hours for regular part-time employees), after which time no more paid sick hours will be accumulated.

g. Sick leave is a benefit for employees to be used in case of illness or injury. It is not a benefit to be converted into wages. Employees whose employment status with the employer ends shall not be paid for accrued but unused sick leave benefits.

h. Paid sick leave may be utilized during periods when an employee is receiving voluntary workers' compensation payments from the Employer to the extent necessary to maintain the employee's net take-home pay based upon a forty (40) hour work week or the employee's normal workweek, whichever is lesser. In the event that payments shall be found to be a waged continuation program under the Workers' Compensation laws of the State of Michigan, the Library may discontinue payments under this subsection.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid leaves of absence for certain medical and family-related reasons.

Eligibility: To be eligible for a leave under the FMLA, an employee must have been employed by the Library for at least twelve (12) months; (2) have worked for the Library for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

The Library calculates your available FMLA entitlement on a rolling twelve (12) month basis. Under this method, an employee's entitlement is based on how much FMLA leave the employee has taken in the preceding 12 months, measured backward from the date the leave is used.

Basic leave entitlement: Eligible employees may take up to 12 weeks of unpaid, job-protected leave for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary

Benefits and protections during FMLA leave. During FMLA leave, the Library will maintain the employee's health coverage under any "group health plan" on the same

terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Use of leave: An employee does not need to use FMLA leave entitlement in one block.

Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave: Employees may choose or the Library may require the use of accrued paid leave while taking FMLA leave.

In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- Paid sick leave
- Paid Leave

In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- Paid Leave

Employee responsibilities: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the Library's normal call-in procedures. The Library may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Library to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform the Library if the requested leave is for a reason for which

FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave.

The Library may require a second and, if necessary, a third opinion (at the Library's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The Library may delay or deny approval of leave for lack of proper medical certification.

Alpena County Library
Videoconferencing Policy

To provide greater access to public meetings, the Library Board may decide to allow electronic access, such as zoom or videoconferencing, ("videoconferencing") to a particular meeting.

The Library Board does not guarantee videoconferencing will be available for any meeting, including no access due to technical difficulties or a decision not to use video conferencing for certain meeting.

If videoconferencing is used to view a trustee meeting and if public notice is required for that meeting, the public notice for the meeting shall inform the public where and how they can view the meeting. If a separate notice is not required, the Library may post information on how to view the meeting on the Library's website.

The Library will not permit public comment by videoconference. If you would like to make a public comment, you can submit written public comments/testimony via email or other delivery method to the director or you can appear at the physical location of the meeting. Any recordings shall be kept in compliance with the Library's record retention policy.