

**Minutes of the Special Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees**

Call to Order: A special meeting of the Alpena County Library Board of Trustees was called to order on Tuesday, November 1, 2016 at 4:11 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Joseph Garber, Ronald Meneghel and Tammy Thomson

Staff: Beth DeCaire, Susan Jacobs, Jessica Luther and Eric Magness-Eubank

Friends: Bonnie Altman

Absent: Mark Hunter

Minutes: It was moved by Thomson and supported by Aten that the Minutes of the October 19, 2016 meeting be accepted as presented. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented noting that budget adjustments need to be made by year end.

Review and Approval of Bills: It was moved by Meneghel and supported by Aten that the bills as presented be approved. The motion carried.

Friend's Report: Altman reported on a Friends of Michigan Libraries Workshop at which she attended a session by Anne Seuryneck, Attorney with Foster Swift, where topics such as 501c3 status and letters of agreement were discussed. The annual Christmas party will take place at the Ramada Inn on December 9. Staff and spouses are invited to participate. Cost is \$20 per person. Attendees are asked to bring one wrapped book to exchange and one unwrapped book for Blizzard of Books.

Old Business:

- A. Ron Meneghel Reappointment - Meneghel has been reappointed to serve on the Library Board of Trustees for a five-year term. He shared his vision for the future term.
- B. 2016 Budget Adjustments - Magness-Eubank presented proposed budget adjustments to compensate for higher than expected salary expenditures. It was moved by Meneghel and supported by Aten to adopt the proposed budget adjustments and to make final adjustments in December. The motion carried.
- C. 2017 Budget - Health Insurance - It was moved by Aten and supported by Meneghel to accept the Personnel Committee's recommendation to renew the current Blue

Cross/Blue Shield of Michigan health insurance plan which includes an approximate 5.10% increase for eligible library staff. The motion carried.

It was moved by Meneghel and supported by Aten to use the 2015 rebate from BCBSM to lower the employees' portion of the premium for the upcoming year. The motion carried.

- D. Building Project - Quinn Evans Architects will be at the regular meeting of the Board on November 16 and will present to staff on the following day.
- E. 50th Anniversary of the Library - A variety of public and special events commemorating the Library's golden anniversary are being developed.
- F. Other - Evaluation of Director - Thomson addressed the topic of director evaluation and the possibility having an instrument in place by January 2017. Further discussion will take place at the December meeting.

New Business:

- A. In-service Day - It was moved by Aten and supported by Thomson to close the Library on November 17 so staff can participate in a full day of in-service activities including a presentation by Quinn-Evans. The motion carried.
- B. Vacation Time Adjustment - It was moved by Thomson and supported by Aten to grant DeCaire an additional week of vacation in 2016 to align her leave time with other staff. The motion carried.
- C. Holiday Schedule Adjustment - It was moved by Aten and supported by Meneghel to adopt the attached holiday schedule to align the Library with the County of Alpena.

Luther informed the group that the MCACA grant agreement is still under review and that Giving Tuesday will take place November 29.

Adjournment: President Garber declared the meeting adjourned at 5:56 p.m. The next regular meeting is scheduled for Wednesday, November 16, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Alpena County Library Profit & Loss Budget Performance January through October 2016

	Jan - Oct 16	Budget
702.000 · Salaries/Per Diem	455,845.88	590,000.00
725.001 · Social Security/Medicare	33,696.53	43,100.00
725.002 · Retirement/MERS	37,188.72	51,220.00
725.003 · Hospitalization	77,026.01	102,900.00
725.004 · "In Lieu of..." Hospitalization	4,875.00	6,450.00
725.007 · Director's Moving Expenses	678.53	
725.008 · Life Insurance	1,272.16	1,625.00
725.009 · Workers Compensation	2,230.00	3,000.00
727.000 · Office Supplies	9,807.87	12,000.00
727.002 · Thunder Bay Research Ctr	1,300.22	2,000.00
728.000 · Postage	1,569.73	2,000.00
729.002 · UPRLC/SIRSI fees	20,921.05	25,000.00
729.003 · RIDES	3,315.00	3,315.00
730.000 · Merchandising Supplies	349.15	250.00
740.000 · Book Collection	32,627.64	46,000.00
740.001 · Databases	2,046.93	3,985.00
740.002 · E- Media Services	15,281.90	15,281.00
741.000 · Periodicals	1,932.75	7,000.00
742.000 · Audio/Visual	2,293.32	3,000.00
775.000 · Repair/Maintenance	9,764.54	15,000.00
801.000 · Professional Services	7,082.28	7,200.00
816.001 · Audit/Financial Oversight	8,645.00	8,645.00
850.000 · Communications	5,969.27	8,500.00
860.000 · Travel	2,359.06	2,500.00
894.000 · READ for Adults	1,310.85	2,000.00
900.000 · Print/Publishing/Bindery	5,320.02	6,000.00
910.000 · Insurance	3,976.20	3,976.00
910.001 · Kathy Currier Condo Assoc Exp	1,497.00	1,500.00
915.000 · ILL (Interlibrary Loans)	281.32	303.00
915.001 · Unique Mgmt.	698.10	1,000.00
920.000 · Utilities	22,854.73	29,500.00
962.000 · County Settlements	759.45	1,000.00
970.000 · Besser Foundation	0.00	2,000.00
970.001 · Library Capital Outlay	0.00	58,627.05
971.000 · Friends of the Library Expenses	7,905.54	10,007.00
977.000 · Equipment	1,699.50	2,500.00
977.001 · Technology Replacement	2,918.44	3,100.00
985.000 · Summer Book Club/Carnival Exp	8,379.38	8,421.00
989.000 · Programs Expense	8,104.48	8,000.00
989.001 · Authors	18,282.83	20,326.00
990.000 · Comm Found of NE MI Expenses	1,064.66	1,064.00
996.000 · MI Humanities Council Expenses		
996.004 · Oral History Repository	13.96	
996.000 · MI Humanities Council Expenses - Other	520.00	520.00

Alpena County Library
Profit & Loss Budget Performance
 January through October 2016

Ordinary Income/Expense	Jan - Oct 16	Budget
Income		
403.000 · Millage	896,235.97	886,315.00
534.000 · Miscellaneous Grants	1,200.00	
566.000 · State Aid	19,354.70	17,500.00
566.001 · Renaissance Zone	7,257.20	4,000.00
578.000 · IMLS Grant Income	7,807.31	
581.000 · MI Humanities Council	1,032.70	750.00
628.000 · Photocopy Fees - Reference	7,000.00	6,000.00
628.001 · Photocopy Fees - Circulation	2,000.00	2,000.00
640.000 · Out of District Fees	2,500.00	3,000.00
643.000 · ILL-MelCat	364.75	500.00
643.001 · Unique Management	135.00	300.00
656.000 · Book Fines	5,000.00	6,000.00
657.000 · Penal Fines	117,756.04	145,000.00
658.000 · Book/Video Material Replacement	641.55	2,000.00
658.002 · Staff Purchases	310.74	2,000.00
665.000 · Interest on Investments	2,000.00	3,000.00
669.000 · Conference Room Rental	483.50	500.00
675.001 · Library Improvement Fund	10,000.00	10,000.00
675.002 · Memorials	2,600.00	10,000.00
675.003 · Besser Grant	2,000.00	2,000.00
675.004 · Community Found. of NE MI	800.00	500.00
675.005 · Friends of the Library	6,000.00	5,000.00
675.006 · LAN Fees	410.00	1,000.00
675.007 · REad for ADults Program	2,110.55	2,000.00
675.008 · Author Income	5,000.00	5,000.00
675.009 · Summer Book Club/Carnival	1,283.96	1,000.00
675.012 · Programs	897.00	500.00
675.015 · Olive Steele Fund	0.00	600.00
675.016 · Robert Haltiner Book Sale	166.40	1,000.00
675.019 · Thunder Bay Research Center	187.12	1,000.00
675.024 · USF - Universal Service Fund	3,200.00	2,000.00
675.100 · Alpena Book Festival	1,826.00	
676.000 · Director's Salary Reimbursement	2,360.77	2,000.00
694.000 · Miscellaneous		
694.001 · Merchandise Sales	1,691.14	
694.002 · Gifts at Register	201.48	
694.000 · Miscellaneous - Other	6,311.17	5,000.00
Total 694.000 · Miscellaneous	8,203.79	5,000.00
695.000 · Gifts/Grants	3,190.00	4,150.00
Total Income	1,121,315.05	1,131,615.00
Gross Profit	1,121,315.05	1,131,615.00
Expense		

Alpena County Library
Profit & Loss Budget Performance
January through October 2016

	Jan - Oct 16	Budget
Total 996.000 · MI Humanities Council Expenses	533.96	520.00
999.000 · Training	800.00	1,500.00
Total Expense	824,465.00	1,121,315.05
Net Ordinary Income	296,850.05	10,299.95
Net Income	296,850.05	10,299.95

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HOLIDAYS

I. PURPOSE

To establish policies and procedures regarding holidays.

II. POLICY

Recognized Holidays. The following days shall be recognized as holidays:

New Year's Day (January 1)
Martin Luther King's Birthday (Third Monday in January)
President's Day
Good Friday
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veteran's Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Day after Thanksgiving (Fourth Friday in November)
Day before Christmas (December 24)
Christmas Day (December 25)
New Year's Eve (December 31)

It is understood that employees may be required to work on holidays in accordance with normal scheduling procedures.

Holiday Observation. If any of the above holidays fall on Saturday, the prior Friday will be considered the Holiday. If any of the above holidays fall on a Sunday, the following Monday shall be considered the holiday. If Christmas falls on Monday, the following Tuesday will be celebrated as the holiday. Employees who work in seven day a week operations shall celebrate all holidays on the actual date of the holiday.

Holiday Eligibility. In order to be eligible for holiday pay an employee must satisfy all of the following conditions and qualifications:

- A. A new employee shall not be eligible for holiday pay until after thirty (30) days from the date of their employment.
- B. The employee shall have worked their scheduled hours of work on their last scheduled work day preceding the holiday and also on their first scheduled work day following the holiday; provided, however, that absence or tardiness due to illness, on vacation or excused with pay, shall not disqualify an employee for holiday pay.