

**Minutes of the Regular Monthly 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 Monday, September 18, 2017 at 4:00 p.m. by President Joseph Garber.

Present:

Trustees: Joseph Garber, Kim Krajniak, Ronald Meneghel, Tammy Thomson

Excused: Marcia Aten

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

Guests (via teleconference): Ann Dilcher, Quinn Evans Architects; Paul Ramseyer, MacMillan Associates

Minutes: It was moved by Meneghel and supported by Krajniak to approve the Minutes of the August 21, 2017 meeting. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented, subject to final audit.

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

Friends Report: No representation from the Friends of the Library present.

Old Business:

- A. 2018 Budget - Tabled until the next meeting.
- B. 2017 Budget Adjustments - It was moved by Meneghel and supported by Krajniak to approve the attached budget adjustments as presented. The motion carried with Thomson abstaining from the vote.
- C. Building Project
 1. HVAC - Dilcher, with input from Ramseyer, reviewed three options for HVAC system upgrades and related architectural work. Garber suggested a separate meeting be held to further review the options presented.
 2. Environmental Assessment - Positive confirmation has been received that asbestos is present in both first and second floor ceilings. Air quality tests did not contain asbestos fibers. An abatement plan has not yet been received. Awareness training will be held for staff.

Thomson excused herself from the meeting at 5:17 p.m.

New Business:

- A. New Custodial Staff - Positive feedback regarding the library's appearance has been received since the recent hire of custodial staff Chris McLennan and Sonya Grulke.
- B. Alpena Book Festival - Luther reminded the group that the 3rd Annual Alpena Book Festival will take place September 23 with 23 authors in attendance and proceeds to benefit READ.
- C. Recycling - Jacobs is looking into available recycling options for both everyday waste and electronics.

Development Coordinator's Report:

- A. Great Michigan Read- 20 copies of the book, *X: A Novel*, bookmarks, and reader's guides have been received. Responses have not yet been received from teachers invited to participate, however the format of the program is still in its beginning stages.
- B. 1,000 Books Before Kindergarten- The project has officially launched and featured in the Alpena News, Talk of the Town, WBKB, and WCMU Public Radio. Alpena Public Schools has also posted information on their website in regard to the program. Initial responses have been resoundingly positive.

Other Business:

It was moved by Meneghel and supported by Krajniak to approve the attached Homebound Services Policy as presented. The motion carried.

Adjournment: President Garber declared the meeting adjourned at 5:35 p.m. The next regular meeting is rescheduled for Monday, October 23, at 4:00 pm.

Respectfully submitted,



Joseph Garber
President



Beth DeCaire
Recording Secretary

Memorandum

To: Board of Trustees

From: Eric Magness-Eubank

Date: September 18, 2017

Subject: 2017 Budget Modifications

I am recommending the following line item transfers from 989.001 Authors to the following accounts on this year's budget to more accurately reflect expenditures:

	<u>Account</u>		<u>Amount</u>
727.002	TBRC	\$	300.00
740.002	E-Media Services		500.00
775.000	Repair/Maintenance		2,000.00
801.000	Professional Services		1,000.00
816.001	Audit/Financial Oversight		250.00
850.000	Communications		500.00
962.000	County Settlements		500.00
985.000	Summer Book Club		500.00
986.000	Special Events		700.00
989.000	Programs		4,000.00

Homebound Services Policy

The Alpena County George N. Fletcher Public Library offers materials delivery service to patrons who live within Alpena County and are receiving meals-on-wheels delivery service from the Alpena County Senior Center.

Eligible patrons may complete a Homebound Delivery Service application form and submit it to the Homebound Services Coordinator.

Delivery will be scheduled once per month. Library materials will be delivered/collected by the meals-on-wheels staff. All print books, audio books, music CDs and magazines in the library's regular circulating collection are available for home delivery, except items with active holds.

All Library policies, including fees, apply to those receiving homebound services; however, overdue fines will not be assessed when overdues occur because of the delivery schedule or because of events beyond the control of homebound services clients.

Materials will be checked out on the card of the person receiving the service. The Homebound Services Coordinator will maintain a record of all items checked out by a homebound patron for purposes of selecting materials for that person. Staff assisting the coordinator may also have access to this record.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the patron, patron's parent or legal guardian, or an individual with power of attorney designated to act on behalf of the patron.

**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 Wednesday, October 11, 2017 at 5:03 p.m. by President Joseph Garber.

Present:

Trustees: Joseph Garber, Kim Krajniak

Via Telephone: Tammy Thomson

Excused: Marcia Aten, Ronald Meneghel

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

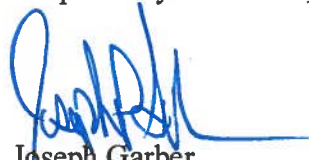
Review and Approval of Bills: It was moved by Krajniak and supported by Thomson that the bills as presented be approved. The motion carried.

Building Project:

- A. Discussion took place regarding the presence of asbestos in the Library's ceilings on both floors and the need for abatement prior to renovation. A two-phase project is no longer practical; therefore, any full building renovation will need to be combined with the large scale asbestos abatement. In order to complete state grant requirements, several small abatement projects will be completed by the end of 2017. The first project will begin on October 23 and is expected to take two to three days.
- B. A public announcement concerning the asbestos issue will be made during the week of October 15.
- C. Future steps of the project include the formation of a focus group and development of a fundraising plan.
- D. Board members were asked to contact Magness-Eubank with any questions for Quinn Evans Architects regarding the project.

Adjournment: President Garber declared the meeting adjourned at 5:54 p.m. The next regular meeting is scheduled for Monday, October 23, at 4:00 pm.

Respectfully submitted,



Joseph Garber
President



Beth DeCaire
Recording Secretary