

**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 Wednesday, August 17, 2016 at 4:05 pm by President Joseph Garber.

Present:

Trustees: Joseph Garber, Ronald Meneghel, and Tammy Thomson

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

Absent: Marcia Aten and Mark Hunter

Minutes: It was moved by Meneghel and supported by Thomson that the Minutes of the July 20, 2016 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.

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

Friends Report: There was no representation present for the Friends of the Library.

Old Business:

A. Superiorland Board Rep

Garber nominated Meneghel to serve as Board representative to the Superiorland Library Cooperative, this was supported by Thomson.

B. Building Project

Three firms were interviewed prior to the Board Meeting, Quinn Evans, C2AE, and R.S. Scott. Each firm's references have been contacted by Magness-Eubank who presented an outline of each firm's advantages, disadvantages, and a scoring matrix. Discussion of the firms was opened to the Board. It was moved by Meneghel and supported by Thomson that Quinn Evans be selected as the architect for the Library's building project. Motions carried unanimously.

C. 2016 Budget Modifications

Magness-Eubank proposed a total reduction of \$14,000 in planned expenditures for the remainder of the fiscal year. It was moved by Meneghel and supported by Thomson to approve the modifications. The motion passed.

D. New VOIP system

The new system is expected to be in place at the end of the month.

E. 2017 Budget

Magness-Eubank stated the Personnel Committee has met to begin discussion on anticipated salary and benefit expenditures for the 2017 fiscal year.

F. Summer Book Club

Magness-Eubank indicated that over 600 readers were registered for this year's program with 10,545 books being read. This is an increase of over 1,000 books from last year. Feedback on the program was generally positive and the Carnival Day was well attended and successful.

G. Authors In the Fall

Related events are starting to be scheduled and executed. Overall feedback has been positive. Kamkwamba's travel itinerary has been established and will allow for a possible school visit or program with the ACC Tech Center.

New Business:

Magness-Eubank deferred to the Development Coordinator's report to discuss new business.

Development Coordinator's Report:

Luther indicated that a decision from MCACA on the HVAC funding proposal is expected at the end of the month. The Library has been selected to host a WWI and America exhibit in March 2017 through the Library of America, funding will be received for related programming. The Library has also received a grant from the Michigan Center for the Book to help offset costs for the 2016 Alpena Book Festival. Luther also stated that she and Jacobs will be attending training for Libraries for Life, a campaign to educate patrons about organ, tissue, and eye donation and to encourage them to join the Michigan Organ Donor Registry. They will also be participating in public innovation training through the Harwood Institute beginning in October.

Adjournment: President Garber declared the meeting adjourned at 5:53 pm. The next regular meeting is scheduled for Wednesday, September 21, at 4:00 pm.

Respectfully submitted,



Tammy Thomson
Secretary



Jessica Luther
Acting Recording Secretary

INTEROFFICE MEMORANDUM

TO: BOARD
FROM: ERIC MAGNESS-EUBANK
SUBJECT: 2016 BUDGET MODIFICATIONS
DATE: AUGUST 17, 2016
CC: BETH DECAIRE

I propose reducing our planned expenditures in the following categories

989.001 Reduce by \$10,000 to \$18,000

989.000 Reduce by \$2,000 to \$8,000

850.000 Reduce by \$1,000 to \$8,000

775.000 Reduce by \$1,000 to \$19,000

Total reductions: \$14,000

Minutes of RFP Response Interview
Alpena County George N. Fletcher Public Library
July 26, 2016 1:00 pm

Present

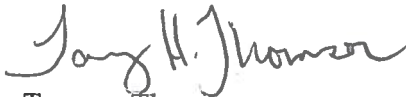
Trustees: Joseph Garber, Ronald Meneghel, Tammy Thomson

Library Staff: Eric Magness-Eubank, Jessica Luther

Guests: James Mumby, Ann Dilcher

As representatives of Quinn Evans Architects, Mumby and Dilcher presented their qualifications to be selected for the Library's building renovation project. A portfolio of the project team's relevant experience as well as an outline of the design process, an estimated timeline, and fee structure was discussed.

Respectfully submitted,



Tammy Thomson
Secretary



Jessica Luther
Acting Recording Secretary

Minutes of RFP Response Interview
Alpena County George N. Fletcher Public Library
July 27, 2016 1:00 pm

Present

Trustees: Mark Hunter, Ronald Meneghel, Tammy Thomson

Library Staff: Eric Magness-Eubank, Jessica Luther

Guests: Linda Deyarmond, Susan Edwards

As a representative of R.S. Scott Associates, Edwards presented the firm's qualifications to be selected for the Library's building renovation project. Deyarmond as principal for Kovacs Engineering presented their qualifications for the mechanical engineering portion. A portfolio of the project team's relevant experience as well as an outline of the design process, an estimated timeline, and fee structure was discussed.

Respectfully submitted,



Tammy Thomson
Secretary



Jessica Luther
Acting Recording Secretary

Minutes of RFP Response Interview
Alpena County George N. Fletcher Public Library
July 29, 2016 1:30 pm

Present

Trustees: Ronald Meneghel, Tammy Thomson

Library Staff: Eric Magness-Eubank, Jessica Luther

Guests: Larry Fox, Dennis Jensen, Amelia Richards

As representatives of C2AE Architecture and Engineering, Fox, Jensen, and Richards presented the firm's qualifications to be selected for the Library's building renovation project. A portfolio of the project team's relevant experience as well as an outline of the design process, an estimated timeline, and fee structure was discussed.

Respectfully submitted,



Tammy Thomson
Secretary



Jessica Luther
Acting Recording Secretary

Eric Magness-Eubank

From: "Geraldine Drake" <gdrake@quinnevans.com>
Date: Friday, September 09, 2016 11:58 AM
To: "Eric Magness-Eubank" <emeacl@alpenalibrary.org>
Cc: "Ann K. Dilcher" <akdilcher@quinnevans.com>; "James R. Mumby" <jmumby@quinnevans.com>
Subject: Meeting notes from September 7 meeting with Board

Hi Eric,

Thanks again for organizing our meetings, we learned so much and really enjoyed meeting everyone. Please see the abbreviated notes from our meeting with the board for your use.

BOARD

Eric Magnese-Eubank
Joe Garber
Ron Meneghel
Tammy Thomson
Jessica Luther (late attendee)
2 board members missing due to other commitments

Estimated Timeline

This trip: field measure, walk through with Carl, meeting with staff, this meeting, engineers will come next week, take the plans review the documents and information
"Short Term" ideas and "Long Term" ideas- we will present 3-4 variations, talk through advantages and disadvantages, will lead to prioritization of goals
Bring back options to review with board
Revise and create cost budget

October 19th our next visit line up with board meetings, need about 2-3 hours of board time, have essential board meeting (approve the bills and meeting minutes), be careful deer hunting season starts on November 15th and Thanksgiving is not a good week, this is their focus and their mission for the board

Presentations could be focused on

1. Not changing the footprint and reshuffle the deck
2. New entrance and remove the central stair, with a strategic addition
3. Maximize the building on the site, 60-70% more SF on the site
4. How to use the bottom half of the building they don't own

Add 2 story expansions? Wrap the building?

Special collections

- How to grow this
- Has purpose and intent

Number 1 priority services to the community

EME: biggest use to the public, lending library, traffic into the bldg is ¾ circulation of material, going down, population of Alpena is going down, 2nd tier of activity being a programming platform between early childhood literacy and need a teen space,

What do you want to be

RM I want this to be the cultural center of Alpena. We have museums, in the future have everyone come here for the culture. Programs for music, art, how we live and what we are doing. Preserve the local heritage, with oral history,

TT showcase history collection, show people that we have the collection,

EME the collection will continue to grow, the library that is going to thrive needs to do something excellent, we do 2 things, history collection (alpena room and ship collection), ties in with local things and local people are bringing their things to preserve local heritage, enhance that this is unique about Alpena,

EME what we have been doing with the kids with science and technology, fits with the culture of Alpena, robotics at the high school and ACC are doing well, Marine Sanctuary are doing it

JM This is a wifi hot spot

JG our demographics is that we are the open internet space, maybe we could support a café? Or at least create that type of atmosphere, create collaborative space, quiet space

TT promote reading at a young age, get them excited about books, have a glass wall so you can see them and manage acoustics,

JG how do we get the teens engaged?

RM in 1941 there was 900 kids in Alpena high school, last year 258 teachers, graduated 280, we now have a 5th year in high school, the school doesn't have a licensed librarian in the high school, new demographic is retired folks

JM life long learning is a way to bring community together, intergenerational communication, role model for children,

JG keep different groups for our meeting rooms, low or no cost for meeting space, try to do more video conferencing for authors to present,

EME test proctor, tutoring, area of conflict is the local history room trying to be used for special needs tutoring at the same time. People looking for a quiet place where there is no technology or noise.

RM have you surveyed a community? Is it successful?

EME the danger is that they have a hard time thinking to the future,

Climate control is extremely important!

Improve the ADA accessibility across the bridge

RM we might have to raise money to do this, can you cost/phase for us?

Culture of the building and Alpena: outdoors, sunlight

EME staff retreat, where do people go to have a good experience indoors? There isn't much around here with aesthetics

JG there use to be bars, bowling alleys, once the blue collar jobs left they closed

Geraldine Drake, NCIDQ LEED Green Associate
Director of Interior Design
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9/14/2016