

**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, December 19, 2018, at 4:02 p.m. by President Joseph Garber.

Present:

Trustees: Kimberley Krajniak, Ronald Meneghel and Tammy Thomson

Via videoconference: Marcia Aten, Joseph Garber

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

Minutes: It was moved by Krajniak and supported by Meneghel to approve the Minutes of the November 19, 2018 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 Meneghel and supported by Krajniak that the bills as presented be approved. The motion carried.

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

Old Business:

- A. Building Project/USDA -Alpena County Finance Committee was informed of the Library's building renovation plans at their December 12 meeting. It was moved by Krajniak and supported by Aten to authorize administration to send a letter on behalf of the Board of Trustees to The Alpena News explaining their position on the millage renewal once the final copy has been approved by all Trustees. The motion carried. Magness-Eubank has been in touch with bond counsel. Deadline for ballot language is early February.
- B. Siding Issue - Magness-Eubank has contacted Pete Hunter, building contractor, and Susan Edwards, R.S. Scott Associates, and anticipates resolution of the issue in early January.
- C. 2018 Budget Modifications - It was moved by Aten and supported by Meneghel to accept the attached budget adjustments as presented. The motion carried.
- D. 2019 Budget - It was moved by Meneghel and supported by Krajniak to authorize a two percent across the board salary increase for staff and to renew health care coverage equivalent to the current year in 2019. The motion carried. It was moved by Meneghel and supported by Aten to adopt the attached 2019 Budget as presented with revenues of \$1,211,495 and expenses of \$1,211,366. The motion carried.
- E. Thunder Bay National Marine Sanctuary Agreement - A discussion took place regarding the length of time it has been taking to renew the expired agreement and the fact that frustrations are growing regarding the issue.

Development Report: \$1,400 has been received to date from letters mailed December 6th, with the purpose of the funds to aid in offsetting the cost of the HVAC updates. Donations totaling \$4,685 were received from Giving Tuesday of which a portion will be used toward educational toys. The Teen Advisory Board has been planning new programs including a twice weekly study hour and bi-monthly board game club.

A letter dated December 13 from an anonymous patron was reviewed. Since the letter was anonymous, the Board was unable to respond.

Adjournment: President Garber declared the meeting adjourned at 5:29 p.m. The next regular meeting is scheduled for Wednesday, January 16, 2019 at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

2018 Final Budget Transfers

From	Amount	to	Amount
727.000 · Office Supplies	420.74	727.002 · Thunder Bay Research Ctr	420.74
727.000 · Office Supplies	33	741.000 · Periodicals	33
702.000 · Salaries/Per Diem	2669	775.000 · Repair/Maintenance	2669
725.003 · Hospitalization	1169	850.000 · Communications	1169
727.000 · Office Supplies	624	920.000 · Utilities	624
740.001 · Databases	500	920.000 · Utilities	500
962.000 · County Settlements	900	920.000 · Utilities	900
742.000 · Audio/Visual	508	920.000 · Utilities	508
986.000 · Special Events/Fundraising	210	989.000 · Programs Expense	210
989.003 · Alpena Book Festival	492	996.000 · MI Humanities Council Expenses	492
999.000 · Training	42	996.000 · MI Humanities Council Expenses	42

2019 Budget Proposal

2019 Budget Proposal		
Revenue		
Local Taxes		
Ordinary Income/Expense Income 403.000 • Millage		910,000
657.000 • Penal Fines		120,000
676.000 • Director's Salary Reimbursement		3,000
	Subtotal	1,033,000
State & Federal Revenue (Non-Grant)		
404.000 • Personal Property Tax Reimb.		24,195
566.000 • State Aid		19,000
566.001 • Renaissance Zone		850
	Subtotal	44,045
Program Revenue		
628.000 • Photocopy Fees - Reference		5,000
628.001 • Photocopy Fees - Circulation		1,500
640.000 • Out of District Fees		1,000
643.000 • ILL-MelCat		500
643.001 • Unique Management		200
656.000 • Book Fines		3,500
658.000 • Book/Video Material Replacement		1,500
658.002 • Staff Purchases		
669.000 • Conference Room Rental		250
675.006 • LAN Fees		650
675.007 • REad for Adults Program		1,500
675.008 • Author Income		5,000
675.009 • Summer Book Club/Carnival		3,000
675.012 • Programs		1,000
675.016 • Robert Haltiner Book Sale		200
675.019 • Thunder Bay Research Center		20,000
675.100 • Alpena Book Festival		
	Subtotal	44,800
Grants, Gifts, Bequests		
575.000 • MCACA Income		
580.000 • Special Events		50
581.000 • MI Humanities Council		500
675.001 • Library Improvement Fund		12,000
675.002 • Memorials		
		5,000
675.003 • Besser Grant		1,500
675.004 • Community Found, of NE MI		2,000
675.005 • Friends of the Library		8,000
675.015 • Olive Steele Fund		600
695.000 • Gifts/Grants		1,000
675.050 • Capital Improvements		50,000
	Subtotal	80,650
Miscellaneous		
665.000 • Interest on Investments		4,000
Total 694.000 • Miscellaneous		5,000
	Subtotal	9,000
Total Revenues		1,211,495
Expenses		
Personnel		
702.000 • Salaries/Per Diem		565,000
725.001 • Social Security/Medicare		40,000
725.002 • Retirement/MERS		47,000

725.003 • Hospitalization	122,341	
725.004 • "In Lieu of..." Hospitalization	3,000	
725.008 • Life Insurance	1,625	
725.009 • Workers Compensation ~ d €	2,500	
Subtotal	781,466	
Operating Supplies		
727.000 • Office Supplies	11,000	
728.000 • Postage	2,000	
Subtotal	13,000	
Professional Services		
801.000 • Professional Services	3,500	
816.001 • Audit/Financial Oversight	6,500	
801.000 • Professional Services	3,500	
816.001 • Audit/Financial Oversight	6,500	
999.000 • Training	1,000	
962.000 ■ County Settlements	1,500	
Subtotal	22,500	
Facility Management		
775.000 • Repair/Maintenance	15,000	
850.000 • Communications	10,000	
910.000 • Insurance	5,500	
910.001 ■ Kathy Currier Condo Assoc Exp	1,700	
920.000 • Utilities	30,000	
»*y77.000 • Equipment	2,000	
977.001 • Technology Replacement	2,500	
Subtotal	66,700	
Library Collections		
740.000 • Book Collection	45,000	
740.001 • Databases	4,500	
740.002 • E- Media Services	5,000	
741.000 ■ Periodicals	6,000	
742.000 • Audio/Visual	5,000	
Subtotal	65,500	
Library Programs		
985.000 • Summer Book Club/Carnival Exp	8,000	
986.000 • Special Events/Fundraising	1,000	
989.000 • Programs Expense	5,000	
989.001 • Authors	10,000	
989.003 • Alpena Book Festival	1,000	
Subtotal	25,000	
Library Services		
729.002 ■ UPRLC/SIRSI fees	28,000	
729.003 • RIDES	3,700	
727.002 • Thunder Bay Research Ctr	5,000	
894.000 • READ for Adults	2,500	
915.000 • ILL (Interlibrary Loans)		
915.001 • Unique Mgmt.		
Subtotal	39,200	
Grant Funded		
974.000 • Friends of the Library Expenses	1,000	
990.000 • Comm Found of NE MI Expenses	2,000	
996.000 • MI Humanities Council Expenses		
970.000 • Besser Foundation		
Subtotal	3,000	
Capital Projects		
970.001 • Library Capital Outlay	195,000	195,000
Total Expenditures		1,211,366