

**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, June 15, 2016 at 4:04 p.m. by President Joseph Garber.

Present:

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

Excused: Mark Hunter

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

Minutes: It was moved by Meneghel and supported by Thomson that the Minutes of the May 18, 2016 meeting be accepted as presented. The motion carried. It was moved by Thomson and supported by Aten that the Minutes of the May 20, 2016 special 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.

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

Old Business:

A. Building Project

1. An HVAC Systems Improvement Proposal was received from Air-N-Energy Consulting, Inc. of Traverse City in the amount of \$140,000. Magness-Eubank will secure a second opinion.
2. A Request for Proposal for Architectural Services was reviewed. Deadline for submittals is July 18, 2016 at 5:00 p.m.

B. Policies

1. It was moved by Meneghel and supported by Aten to approve the attached revised policy on Board Committee Structure. The motion carried.
2. It was moved by Aten and supported by Meneghel to approve the attached policy on Firearms. The motion carried.

C. Magness-Eubank informed the Board that budget adjustments will need to be made to account for the expected \$30,000 penal fine deficit.

D. This year's Summer Book Club Kickoff will include an ice cream social on Tuesday, June 21.

E. Magness-Eubank is hearing positive feedback in the community for this year's Author in the Fall, William Kamkwamba.

- F. Target Alpena has received a preliminary estimate of \$25,000 for restoring the mural formerly displayed on the Alpena Power building. Acquisition of the artwork is being considered.

New Business:

- A. The interlibrary loan system is moving from a three- to a five- day delivery option for a lower cost due to subsidies received from Superiorland Library Cooperative for this year.
- B. The 2015 MERS (Municipal Employees' Retirement System) Valuation Report showed the Library's account funded at 78 percent, unfunded liabilities totaled \$276,635.
- C. It was moved by Aten and supported by Thomson to select audit option "A", an extension of the audit of the County of Alpena with an estimated fee of \$2,650, as submitted by Straley, Lamp & Kraenzlein, P.C. for the year ended December 31, 2015. The motion carried.
- D. Magness-Eubank reminded the Board that it is time to start planning the budget for 2017.
- E. A cigarette receptacle will be placed outside the Library entrance and NEMROC employees will maintain it.

Friend's Report: There was no representation present from the Friends of the Library.

Development Coordinator's Report: Luther reported that the MCACA grant request for \$70,000 to upgrade the HVAC system was submitted on June 1. The review committee will meet on July 22 and notifications of awards are anticipated in late August or early September. She is also researching other grant opportunities which cover a range of focuses.

Assistant Director's Report: Jacobs shared that her first major assignment is collection development including weeding and item selection.

Adjournment: President Garber declared the meeting adjourned at 5:38 p.m. The next regular meeting is scheduled for Wednesday, July 20, 2016, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Section 1.

The President will annually appoint a chair and committee members to the following standing committees: Personnel and Finance. The Finance committee shall be the President and Treasurer. Special ad hoc committees may be formed as needed.

Section 2.

Committees may be composed of Board members and non-members, including library staff, but shall never constitute a quorum of the Board,

Section 3.

Committees will only have advisory powers unless granted specific power to act by the Board.

Section 4.

The President may serve as an ex-officio member of all Board committees.

Firearms:

The Library does not permit the possessing of firearms in the course of employment, including the keeping and storing of concealed weapons on library premises. The Library may make an exception for trained security personnel or members of law enforcement who are also employees of the Library.