

**Minutes of a 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 Monday, June 8th, 2020 at 4:03 p.m. by President Joseph Garber.

Present:

Via Videoconference:

Trustees: Joseph Garber, Mark Hunter, Kimberley Krajniak, Ron Meneghel, Tammy Thomson

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

Friends of the Library: Mary Ann Crawford

Review of Bills: It was moved by Krajniak with support from Meneghel to approve the bills as presented. The motion passed.

Friends Report: Crawford shared that the Friends will be putting out another newsletter. She also stated that they are exploring a Free Little Libraries project but the details were still being worked out

Old Business:

A. COVID-19/State of Emergency/Building Project/USDA-

- a. Service Schedule and Protection Procedures: Magness-Eubank shared that the EOs closing libraries were lifted as of today's date. He stated that given where the library is in terms of the building project he recommends allowing patrons to return items via the exterior dropbox beginning June 15th and continuing to do so until June 30th. He stated that since the bids are expected to be received by June 30th, there will be a better idea of a timeline for resuming other public services. It was moved by Thomson with support from Hunter to open the dropbox for the return of library materials on June 15th. The motion passed.
Magness-Eubank also shared that PPE has been ordered including masks, reusable face shields, gloves, and sanitizer. Staff will be required to wear masks while in the building. Once the public is allowed in the building, other guidelines and requirements will need to be followed.
- b. Bidding Process: The outline for the process was reviewed. Magness-Eubank shared that the bids have gone out and he will be conducting a walkthrough with contractors on Wednesday afternoon. There was a discussion about the impact of the timeline on public services. Meneghel stressed the need to continue public services during the building project.
- c. Special Collections- Garber asked about the role of NOAA in cost-sharing of the

remodel since the remodel will benefit the Thunder Bay National Marine Sanctuary collection through improved environmental control, and there are costs involved with moving and storing the collection during construction. Magness-Eubank reported that he has kept TBNMS staff informed about how their collection will be cared for during remodel, discussed the associated costs and benefits with their liaison. Financial support for operating costs of the department has been received, however the formal agreement between the two entities must go through NOAA's national office.

- d. Moving Services and Asbestos Abatement: The month of July will involve the moving process with asbestos abatement beginning sometime after July 15th.
- e. Financing: The bond payment schedule was reviewed. Magness-Eubank stated that the direct bond sale will save money overall as opposed to the USDA financing option. He stated there may be an update at the regular board meeting on June 17th. The next steps for the process are the responsibility of the county building authority.
- f. Other: Magness-Eubank recommends holding a special board meeting on July 1st to review the bids.

Adjournment: President Garber declared the meeting adjourned at 4:58 p.m. The next regular meeting will be Wednesday, June 17th at 4:00 pm.

Respectfully submitted,


Mark Hunter

Secretary

(signed by Jessica Luther on behalf of Mark Hunter
due to COVID-19 restrictions)



Jessica Luther

Recording Secretary