

**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, February 17, 2016, at 4:07 p.m. by President Joseph Garber.

**Present:**

Trustees: Joseph Garber, Mark Hunter, Ronald Meneghel and Tammy Thomson

Excused: Marcia Aten

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

**Minutes:** It was moved by Thomson and supported by Hunter that the Minutes of the January 20, 2016 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 Meneghel and supported by Thomson that the bills as presented be approved. The motion carried.

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

**Old Business:**

- A. Magness-Eubank informed the Board that another offer of employment has been turned down for the Assistant Director vacancy. The position has been reposted and he will be meeting with a potential candidate tomorrow.
- B. The HVAC and feasibility/engineering studies on the original building are underway and an early March completion date is anticipated. Cost is expected to be less than \$5,000 for both studies.
- C. Policy Review
  - a. Magness-Eubank will develop wording for annual review by the Board of paid holiday closings and present it at the March Meeting.
  - b. A discussion of paid overtime vs. compensatory time for employees working over 40 hours per week took place with policy revisions to be presented at the March Meeting.

- c. A new policy on providing meals and/or refreshments at library functions was reviewed. It was moved by Meneghel and supported by Hunter to adopt the policy with additional wording to allow the Development Director to meet with potential donors for purposes of fundraising. The policy will be reviewed in one year. The motion carried.
- d. Development of an instrument to evaluate the Library Director will be assigned to the personnel committee at the March Meeting.
- e. The Committee section of the By-Laws and the Investment Policy will also be updated for future review.
- f. It was moved by Meneghel and supported by Hunter to adopt a policy for disposal of surplus property. The motion carried.

**New Business:**

- A. Magness-Eubank discussed the future possibility of a cooperative family literacy venture among the Library, Community Foundation of Northeast Michigan and Alpena Public Schools.
- B. The 2016 Small and Rural Library Conference will be held on Mackinac Island May 4-6. Magness-Eubank and Nancy Mousseau will be attending. Any Board Member that is interested in attending is to contact Magness-Eubank.
- C. The Universal Service Fund subsidy received by the Library is being phased out. Magness-Eubank is investigating the possibility of changing to a VOIP phone system. He will have more information in early April.
- D. Due to the fact that Garber has a conflict with the March 16 meeting date, it was decided to postpone the meeting until March 23.
- E. In other business,
  - a. Magness-Eubank informed the Board that the electrical meter was damaged by ice falling from the roof and a resolution to ice back up will be investigated.
  - b. A draft report of the complete 2014 audit is finished and will be presented to the Board at a future meeting.
  - c. It was moved by Hunter and supported by Meneghel that Board Officers retain their positions for 2016. The motion carried.

**Development Coordinator's Report:** Luther informed the Board that positive initial feedback has been received from attendees, approximately 20 per session, of the TEDx program. The Library is also the recipient of a small American history grant which will be used to fund two special collections programs.

The Director's State of the Library Report was tabled until the March meeting.

**Adjournment:** President Garber declared the meeting adjourned at 6:08 p.m. The next regular meeting is scheduled for Wednesday, March 23, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson  
Secretary



Beth DeCaire  
Recording Secretary