

**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 Thursday, February 1, 2018, at 4:08 p.m. by President Joseph Garber.

**Present:**

Trustees: Joseph Garber, Ronald Meneghel and Tammy Thomson

Excused: Marcia Aten, Kim Krajniak

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

**Minutes:** It was moved by Meneghel and supported by Thomson to approve the Minutes of the January 4 meeting. The motion carried.

**Election of Officers:** It was moved by Meneghel and supported by Thomson that the current slate of officers be reelected for an additional term. Board of Trustees include: Joseph Garber, President; Marcia Aten, Vice-President; Ronald Meneghel, Treasurer; Tammy Thomson, Secretary; and Kim Krajniak, Board Member. 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 Thomson and supported by Meneghel 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 - Although asbestos abatement is complete on the second floor, tile will need to be replaced in the Special Collections area as a result of the process. First floor abatement will need to be completed before HVAC work commences. Magness-Eubank will contact Ann Dilcher, Quinn Evans Architects, to request presentation of updated designs and revised timeline at the March meeting.
- B. 2018 Budget Adjustments - It was moved by Meneghel and supported by Thomson to adopt the following adjustments to budgeted expense categories: increase 971.000 Friends \$5,000 and decrease 970.000 Besser Foundation \$500, 989.001 Authors \$2,500 and 989.000 Programs \$2,000 to offset the increase. The motion carried.

**New Business:**

- A. In-service Day - It was moved by Thomson and supported by Meneghel to close the Library on March 13 to allow staff to participate in an in-service training day. The motion carried.

JHJ

B. Library Policies – It was moved by Thomson and supported by Meneghel to adopt the attached Library Policy Revisions. The motion carried. It was moved by Meneghel and supported by Thomson to adopt the attached Telescope Borrowing Agreement. The motion carried.

**Adjournment:** President Garber declared the meeting adjourned at 5:40 p.m. The next regular meeting is scheduled for Thursday, March 1, at 4:00 p.m.

Respectfully submitted,



Tammy Thomson  
Secretary



Beth DeCaire  
Recording Secretary

## 2018 Library Policy Revisions Summary

**Unattended:** change age from 14 to 13 for being able to supervise a child

**Workweek:** Daily schedule of hours may vary from day-to-day and may change as scheduling priorities dictate. Department heads have the responsibility of scheduling the employees in their department. However, no employee may be scheduled to work in excess of 40 hours in a workweek without the express written permission of the director.

### **Flex time & telework policies:**

The library will allow telecommuting as a viable work arrangement when:

1. The director determines that there is sufficient work of a nature that can be successfully completed by telecommuting.
2. The library will not provide any equipment beyond a laptop to facilitate telecommuting.
3. The library will not be responsible for paying for any telephone or Internet connections, including cellular phone and/or data plans.
4. The employee shall log projects worked on during the telecommuting arrangement.
5. Telecommuting arrangement shall not exceed the lesser of 20% of the employee's scheduled time or 3 days of the month without the approval of the library board.
6. Telecommuting is a privilege that is allowable only at the permission and discretion of the library director and/or board. The director may revoke or deny the privilege when it is determined that is in the interest of the library to do so.

### **Schedules:**

Department heads and the library director are responsible for establishing work schedules that meet the service requirements established by the library board. The library recognizes that many employees are part-time with second jobs and also that maintenance of a successful work-life balance is important to all employees. Accordingly, the library attempts to be as accommodating as feasible to different work schedules. However, only the director may approve schedules which include work shifts in excess of 40 hours or a working day in excess of 10 hours.

### **Holiday pay:**

The library will not pay in excess of 8 hours for a holiday. Should the employee's normal work schedule be in excess of 8 hours, the time may be rescheduled during the pay period during which the holiday occurs.

**Compensatory time:** in accordance with the Fair Labor Standards Act, non-exempt governmental employees who work in excess of 40 hours a week are entitled to compensated time-off, accrued at the rate of time and a half for those hours worked in excess of 40. For example, a non-exempt

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employee who works 42 hours in a workweek would be entitled to 3 hours of compensated time. Except in true emergency situations, a workweek in excess of 40 hours must have the prior written approval of the director. Records of compensatory time accrual shall be kept for all employees by the person responsible for maintaining payroll records. Compensatory time shall be taken within 30 days of its accumulation, unless permission is obtained from the director.



Alpena County George N. Fletcher  
**Public Library**  
Building a Reading Community

### Telescope Borrowing Agreement

★ Borrower must be 18 years of age or older and have a valid, active library card and photo id upon checkout. Staff will confirm borrowers contact information before he/she signs the borrowing agreement.

★ The telescope can be checked for a period of seven days with one renewal provided there are no other holds.

★ Overdue fine is \$~~0~~<sup>5</sup>:00 per day. If the device is more than 25 days overdue and is not returned, the current borrower will be held responsible for the cost to replace the telescope and kit (total cost of \$319.00) if it is not returned within 3 days of being notified.

★ The borrower is responsible for the following objects:

*Orion StarBlast 4.5 Astro Telescope:	\$206
*Celestron Zoom Eyepiece:	\$75
*Grey tub:	\$10
*Red headlamp:	\$10
*Stars & Planets Guide:	\$18
*Instructions Manual:	\$0

The telescope and kit is worth a total of \$319.00.

★ The telescope and kit must be returned to a **staff member** at the circulation desk at Alpena County George N. Fletcher Library. The telescope and kit should not be left unattended at the circulation desk or outside the library building.

★ The borrower is responsible for reading the instruction manual for the proper care and use of the telescope. The Alpena County George N. Fletcher Library will not be held liable for any injuries resulting from the use of the telescope. Do not let children use the telescope without adult supervision. **Never look directly at the sun through the telescope or its finder scope. Permanent eye damage can result.** Do not point the telescope at the sun, as parts of the telescope may melt. Do not wipe or clean the lens. Damage will result to the protective coating.



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### Telescope Borrowing Agreement

I agree that by checking out the Orion StarBlast 4.5 Astro telescope and accompanying materials from the Alpena County George N. Fletcher Library that I am assuming responsibility for any damage, loss, or theft of the telescope and kit while it is checked out to me. If the telescope and/or its accompanying items are damaged or lost, I will pay the replacement fees. I acknowledge that the use of the telescope kit is restricted to me and those under my direct supervision.

My signature below indicates that I have read and agreed to the terms of the Alpena County George N. Fletcher Library's Telescope Borrowing Agreement Policy.

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_