

**Minutes of the Regular Monthly Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees
April 17, 2019**

Call to Order: A meeting of the Alpena County Library Board of Trustees was called to order on Wednesday, April 17, 2019 at 3:58 p.m. by President Joseph Garber.

Present:

Trustees: Marcia Aten, Kim Krajniak, Ron Meneghel, Tammy Thomson

Via Videoconference: Joseph Garber

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

Minutes: It was moved by Aten and supported by Meneghel to approve the minutes of the March 20, 2019 meeting. The motion passed.

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 Aten that the bills as presented be approved. The motion passed.

Friends Report: No Friends representation. Magness-Eubank reported that the group is still actively recruiting new board members and will be providing refreshments at the April 23rd event with Under the Radar Michigan.

Old Business:

A. Building Project/USDA

- i. **Millage-** Bonnie Friedrichs asked if the board would like to consider appearing on the November 5, 2019 ballot to cut election costs. The board discussed and it was agreed that continuing with the August ballot would best serve the Library. Magness-Eubank reported that seven people have been recruited for the Citizens for Your Library Committee. The first meeting is scheduled for May 8, 2019 at noon.
- ii. **HVAC/Summer 2019-** Magness-Eubank has been consulting with Quinn Evans and MacMillan regarding the project. They believe that the proposed set up will greatly reduce the humidity. The estimated cost for the rooftop unit is between \$50,000-60,000 with the total cost for the project at \$150,000-200,000. There are some concerns about the roof cut and building vibrations disturbing the first floor asbestos which will be discussed with the environmental consultant. If the roof cut cannot be done then temporary ductwork could be used. It was moved by Aten with support from Meneghel to authorize Magness-Eubank to move forward with ordering the proposed rooftop unit with the cost not to exceed \$62,000 prior to submitting the installation for bidding. If needed, a special meeting of the Board of Trustees will be called. The motion passed.

Magness-Eubank informed the board that the East Campus Building where much of the Library's large Summer Carnival games and StoryWalk are stored has been sold. He is looking for alternative storage locations.

- B. Siding Issue**- A meeting between Dr. Currier and R.S. Scott has been set for April 25th.
- C. MERS**- It was discovered that the policy on employee eligibility had been addressed in a prior meeting and will be added to the organizational policy manual. It was advised that when the organization has surpluses at year-end they be designated towards the unfunded balance. An update on the Library's fund balance is expected in June. Meneghel recommended putting a fund balance policy on a future board meeting agenda.
- D. Other**- Magness-Eubank met with Jeff Gray to discuss funding and payment mechanisms/process for the Thunder Bay Research Collection. They also discussed a future point of contact to make communication easier, Sarah Waters will be the additional point of contact for the Thunder Bay National Marine Sanctuary. Gray indicated that he is looking at a two factor agreement to allow for both collection management and operational funding. The agreement will need to go through the office in Washington, DC for vetting and approval. A discussion regarding future joint projects and opportunities is ongoing.

New Business:

- A. Patron incidents**- Two incidents in the past month. A heavily intoxicated patron was bothering patrons in the Children's Area. Police were called to escort him out. The patron's library privileges have been suspended indefinitely. On a separate occasion, the men's bathroom was vandalized. The door has been repaired to the best of the maintenance staff's ability. The perpetrator has not been identified.
- B. 2019 Quarterly Budget Adjustments**- It was moved by Meneghel with support from Krajniak that the proposed adjustments be accepted. The motion passed.
- C. Network Update**-It was necessary to upgrade the existing firewalls for the HVAC upgrade to allow for remote access to the control system for maintenance and software updates by the service provider.
- D. ILL Policy**- The existing policy doesn't correctly govern the three lending systems in use lending to issues with limits on AV items borrowed through the statewide system. The guidelines within each system need to be verified before establishing a set policy.
- E. Other**- Magness-Eubank reported that the Michigan State Legislature recently approved legislation allowing library staff to administer Narcan for opioid overdoses and that library staff would not be held liable in the case of something going wrong. He also stated that with the change in marijuana legislation many human resource advisers are encouraging organizations to

look at their drug-use policies. The issue will need to be discussed at a future meeting.

Development Report: The written report was reviewed. Luther added that the Library will be pursuing a capital improvement grant from MCACA to help with the costs of the future HVAC and asbestos abatement project.

Adjournment: President Garber adjourned the meeting at 5:30 pm. The next regular meeting will be Wednesday, May 15, 2019 at 4:00 pm.

Respectfully submitted,



Marcia Aten
Secretary



Jessica Luther
Recording Secretary