

**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, October 16<sup>th</sup>, 2019 at 4:03 p.m. by President Joseph Garber.

**Present:**

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

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

Friends of the Library: MaryAnn Crawford

**Minutes:** It was moved by Krajniak and supported by Aten to approve the minutes of the September 18<sup>th</sup>, 2019 regular board meeting. The motion passed. It was moved by Meneghel with support from Krajniak to approve the minutes of the September 26<sup>th</sup>, 2019 special 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 Aten and supported by Thomson that the bills as presented be approved. The motion passed.

**Friends Report:** Crawford shared that the FOL Board is now up to 10 members. She also indicated that they will be reviewing their policies in the near future. The FOL's next project is the Blizzard of Books in December. Crawford extended an invitation to the board to attend the annual FOL Christmas Party held on the 1<sup>st</sup> Wednesday of December. The location is to be determined.

**Old Business:**

A. **Budget Adjustments-** Magness-Eubank presented recommended adjustments to the 2019 operating budget. He indicated that the repair and maintenance line item may need to be revised again before the end of the year. It was moved by Meneghel with support from Aten to accept the adjustments as presented. The motion passed.

B. **Building Project/USDA**

- i. **Quinn Evans Contract-** Magness-Eubank presented the most recent revision to the board. This revision has been reviewed by Library counsel and Ann Dilcher of Quinn Evans. Areas of concern were addressed prior to the meeting and are reflected in this version. Meneghel requested that section 11.8.1 pertaining to reimbursable expenses include a caveat that expenses be subject to review by the board prior to parties from Quinn Evans incurring those expenses. It was moved by Aten with support from Krajniak that Magness-Eubank be authorized to execute the contract on behalf of the Library with Quinn Evans once the requested revision is made. The motion carried unanimously.

- C. **Thunder Bay National Marine Sanctuary Agreement-** Magness-Eubank stated that an initial payment of \$15,000 will be made by TBNMS and that the paperwork is in process.
- D. **2020 Budget-** Magness-Eubank shared that there will be some staff vacancies in 2020. Marlo Broad will be leaving effective February 2020 which will be a difficult role to fill given her skill set and knowledge base. The search process will be beginning soon. Brenda Stevens will also be retiring after the first of the year and a plan for her position will need to be explored. Magness-Eubank stated that health insurance premium quotes will need to be discussed and decided on and requested that the Personnel Committee meet in advance of the November board meeting.
- E. **In-Service Day-** It was moved by Thomson and supported by Krajniak to authorize EME to close the library on a date to be determined in November-December.
- F. **Return to Building Project/USDA**
- i. **HVAC** –Weinkauf has not yet connected the new unit to the existing ductwork. The timeline for completion is undetermined.
  - ii. **USDA Process Update-** A corrected copy of the financial feasibility report has been sent to the USDA for review.
  - iii. **Financing Resolution to County-** A draft resolution to the Alpena County Commissioners will be ready for review at the November board meeting. John Axe will be in attendance at the meeting in order to review everything to address any questions.
  - iv. **Project Management Structure-** A discussion was had over the options for decision making throughout the renovation process. Magness-Eubank will make recommendation at the November meeting.  
(Thomson departed meeting at 5:15 pm)
- G. **Siding Issue-** Magness-Eubank reported that Dr. Currier has agreed to the proposed repairs.
- H. **Recording of Meetings-** Magness-Eubank has reached out to Claire Membiela at the Library of Michigan regarding the legalities related to recording the meetings.

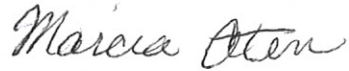
**New Business:**

- A. **Roger Mendel retirement-** Former Library Director Roger Mendel is retiring. It was moved by Aten with support from Meneghel to authorize Magness-Eubank to spend up to \$100 for a plaque recognizing Mendel's service. The motion passed.
- B. **Library Alpena News Census 2020 Project-** A proposal was submitted to the Community Foundation for a collaborative project which would include outreach, storytelling sessions, promotion of the Census, and equipment for Library Census stations.

**Development Report:** Luther reviewed the written report. The Library was not selected for the Community Foundation's Giving Tuesday program. A new strategy will be developed.

**Adjournment:** President Garber declared the meeting adjourned at 5:41 p.m. The next regular meeting will be Wednesday, November 20<sup>th</sup>, 2019 at 4:00 pm.

**Respectfully submitted,**



**Marcia Aten**  
**Secretary**



**Jessica Luther**  
**Recording Secretary**