

**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, March 20, 2019 at 4:05 p.m. by Vice-President Ronald Meneghel.

Present:

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

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

Friends of the Library: MaryAnn Crawford

Absent: Joseph Garber

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

It was moved by Krajniak and supported by Aten to approve the minutes of the February 27, 2019 special meeting. The motion passed.

Treasurer's Report: The Treasurer's Report was reviewed and Meneghel 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: Crawford reported that the Friends of the Library has elected new officers for 2019.

President: MaryAnn Crawford

Vice-President: Judy Reimann

Secretary: Karen Grochowski

Treasurer: Patricia Lance

They have added three new board members with a potential fourth. The FOL membership renewal letters have been sent out. Crawford reported that the Friends Board has decided to donate \$2,500 to the Citizens for Your Library Committee. Meneghel expressed appreciation on behalf of the Board for the donation and for Crawford attending the meeting.

Old Business:

A. Building Project/USDA

- i. **Millage-** Magness-Eubank presented the proposed ballot language for the August 6, 2019 ballot to the Alpena County Commissioners Finance Committee earlier that day. The proposed ballot language will be on the agenda for the full Board of Commissioners at their meeting on Thursday, March 28th, once approved the County Clerk will certify it in May for the August ballot. The next step will be the formation of the Citizens for Your Library Committee.
- ii. **USDA process update-** Magness-Eubank is currently awaiting the financial feasibility report from Straley, Lamp, and Kraenzlein which needs to be submitted prior to any further steps.

- iii. **HVAC/Summer 2019-** Magness-Eubank reported that a suggestion was made by MacMillan Engineering and Quinn Evans to purchase one of the pieces of HVAC equipment that will make up the permanent system in lieu of a rental unit. He will be moving forward with the electrical engineer to determine if an upgrade to the existing electrical system will be needed, otherwise installation is projected to be in May. Repair/replacement of the existing control systems in the building has begun. Magness-Eubank stated that he is researching temporary locations for the Library should the proposed HVAC solution prove to not be feasible.
- B. **Siding Issue-** Dr. Currier sent a letter to R.S. Scott and Hunter Construction regarding the issue. To date, a response has not been received.
- C. **Teen Room Policy-** A draft policy was provided to the Board and is attached. It was moved by Krajniak with support from Aten to adopt the policy. The motion passed.
- D. **In-Service Day-** Staff researched and reported on programs and services other libraries were doing that they found interesting. Preliminary development of some these ideas has begun.

New Business:

- A. **MERS-** The Library has received notification from MERS that they have lowered the expected rate of return. Magness-Eubank stated that clarification on employee eligibility for MERS benefits will need to be examined and discussed at the next Board of Trustees meeting. The current funded ratio, as of the most recent report from 12/31/17, is 71.1% and will also be discussed at the next meeting.
- B. **Cleaning/Custodial-** A service proposal from Superior Image Cleaning was reviewed. Magness-Eubank articulated that the Personnel Committee will need to meet in the future to discuss the Library's long-term maintenance needs. It was moved by Krajniak with support from Aten that Magness-Eubank hire Superior Image to address the cleaning needs until a permanent solution is found. The motion passed.
- C. **Other:**

The Library was contacted to host "Under the Radar Michigan" on April 23rd, details will be forthcoming.

A meeting with Jeff Gray has been scheduled for April 2nd. Additionally, the Education and Outreach team at Thunder Bay National Marine Sanctuary have offered to coordinate one or two cruises on the Lady Michigan as part of the Library's children and teen summer reading programs.

While in the course of developing the Library's VR programs and activities, Nancy was granted 15 professional software licenses for Unity PRO VR coding software, a value of \$22,500.

Development Report: The written report was reviewed.

Library Director's Report: Magness-Eubank shared a letter from a student at Thunder Bay Junior High thanking the Library for its programs and activities.

Adjournment: It was moved by Thomson with support from Krajniak to adjourn the meeting. Meneghel adjourned the meeting at 5:34 pm. The next regular meeting will be Wednesday, April 17, 2019 at 4:00 pm.

Respectfully submitted,



Marcia Aten
Secretary



Jessica Luther
Recording Secretary