

ALCONA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING 9.27.2017
Hubbard Lake Community Center

Meeting called to order by Chairperson Foster at 2:00 p.m.

Pledge of Allegiance:

Members Present: Bruske-yes, Foster-yes, Gruba-yes, Hynek-yes, Loyer-yes.

Also Present: Assistant Director Lynn VanderLinde and Commissioner Kathleen Vichunas.

Approve Agenda: Motion made by Bruske / Hynek to approve agenda. Motion carried

Approve Minutes of August 2017: Motion made by Bruske/ Gruba to approve minutes of August 2017.
Motion Carried.

Correspondence:

- County Board of Commissioners approved Mary Gruba to serve as a Trustee on the Alcona County Library Board.
- The Garden Club would like the library to handle sales of tickets for the 2018 garden walk.
- The agreement with Mikado Township for library space has been signed and returned.

Director:

- Addendum 1 attached.

Financial Chair:

- Approve Cash Distribution Report for : August 2017
Payroll: \$ 28,460.10 Other Expenses: \$12,343.15 Total: \$ 40,803.25
- Motion made by Loyer / Hynek to approve Cash Distribution Report.
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

Personnel Chair:

- Mary Gruba to replace Susan Hynek as Personnel Chair.

Technology Chair:

- Report from Joseph Thomas on library statistics was reviewed.

Commissioner Liaison:

- Commissioners continuing to work on Union contracts.
- The final run-through of the new Employee Handbook is in progress.

Old Business:

- Motion by Hynek/ Gruba to approve and award the bid for the Harrisville Garden and Pergola.
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.
- Motion by Hynek/ Gruba to Approve the budget with 2% increase in employees' salaries and wages starting January 1, 2018 with Director's salary to increase on the anniversary of first day of employment.
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

New Business:

- Jeff Johnston gave an update on funding for the Hubbard Lake Community Foundation's efforts to raise funds for a new Community Center.
- Motion Hynek / Gruba to issue a check for \$43,457.00 to Al's Electric subject to Director's approval of the delivery of all materials.
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

- Motion made by Bruske/Loyer to adjust the 2017 budget to finish lighting renovation (Addendum 2 attached)
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- ab, Loyer-yes. Motion Carried
- Motion made by Loyer/Gruba to approve Line Item changes in the 2017 budget. (Addendum 3 attached)
Roll Call: Bruske-yes, Foster-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried
- Motion Hynek/Bruske to approve the new Performance Appraisals for the Director and employees.
Motion carried.

Public Comment: (Please state your name. Limited to 5 minutes per person) None

Adjourn: 2:55 pm

Next meeting is scheduled for 2:00 p.m.
Lincoln Branch Meeting Room

Respectfully Submitted,
Merry Lou Loyer,
Secretary

September Addendum # 1

Alcona County Library
DIRECTOR'S REPORT TO LIBRARY BOARD
For September 2017

Personnel Staff is sad to have summer shelver leave; Krista's last day was September 1, 2017

Computers and Machines: all seems to be going well

Programming: 9/2 Bug Day 65 hot dogs served, children caught grasshoppers, frogs, dragonflies, and we had a snake

- 9/7 Reeling with Laughter "Duck Soup" 17 people attended
- 9/8 Color Craze 4 attendees
- Knitting is now twice a month in Harrisville (first and third Tuesday)
- Free Range Crafts is twice a month (first and third Thursday)
- Story time and Craft is weekly on Fridays at 10:15
- 9/9 Dolly Parton's Imagination Library Kickoff event was well attended, 35 children registered for the program (There was also events In East Tawas (27) and Glennie(5))
- 9/14 Reeling with Laughter
- 9/15 Classic Movie "Some Like it Hot"
- **COMING** October 9 2 pm Program on the Mackinaw Bridge with Kim Nowack, Chief Engineer of the Bridge
- **October 20** Classic movie 5:45 pm "the Third Man"
- **October 19** Program on Alpena Garment Factory with Marla Brood

Grants: Have met twice with partners.

Meetings: 8/30 Michigan Library Assn presented Senator Stamos with Legislator of the year at Alpena Library

- 9/6 Friends of the Library
- 9/6 Sue and Trish to Library Security meeting
- 9/7 MCACA grant committee
- 9/11 Imagination Library

Projects: 1 bid was received for the Gazebo project

Facilities & Maintenance: Al's Electric was awarded Harrisville Lighting project. Lighting is on order.

Respectfully submitted,

Denise M Bearse

September Addendum #2

From: Alcona County Library
Library Director: Denise M Bearre
To: Patti Truman, County Clerk

Date: 9/27/17

Budget Adjustment

Due to the Alcona County Library Board wanting to finish its building renovation project by putting in new LED lighting in the Harrisville Branch, the Library Board has elected to adjust the 2017 Library Budget in the following manner:

To the *Revenue* Line item: 271-000-699.000

Titled: Fund Balance

Add the amount \$11200.00

Current budget amount \$80,000.00

New Budget amount \$91,200.00

This amount will come from the Fund Balance with line item 271-000-390.000.

To the *Expense* Line item: 271-790-999.001

Titled: Building Fund

Add the amount \$11200.00

Current amount \$46,900.00

New amount \$58,100.00

September Addendum #3

From: Alcona County Library
Library Director: Denise M Bearre
To County Clerk

Date: 9/27/17

For 2017 Expenses

Please make the following Line Item changes.

1) **Amount** \$50.00

From:

Expense Line Item 271-790-999.000

Expense Line Item Account Title: Contingency

Old Amount \$70.66 New Amount \$20.66

To:

Expense Line Item 271-790-999.001

Amount \$50.00

Expense Line Item Account Title: Building Fund

Old Amount \$58,100.00 New Amount \$58,150.00