

**ALCONA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING 6.22.2016
HARRISVILLE MEETING ROOM**

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

Pledge of Allegiance:

Members Present: Foster-yes, Hynek-yes, Loyer-yes, Ronayne-yes, St John-yes.

Also Present: Alcona County Library Director, Denise Bearre and Commissioner Liaison Phillips.

Approve Agenda: Motion made by Ronayne / Loyer to approve agenda. Motion carried

Approve Minutes of May 25, 2016: Motion made by Foster / Hynek to approve May 25, 2016 minutes. Motion Carried.

Correspondence:

- From Michigan Secretary of State explaining "Libraries for Life".

- **Reports**

Director:

- Helen Timm has retired as Branch Clerk at Caledonia.
- Mary Jane Barkley is the new Branch Clerk at Caledonia.
- Marcy Laubon has been hired as a new Circulation Clerk to serve mostly at Caledonia.
- The summer shelver position has been filled.
- All went well at the Summer Reading Kickoff.
- Upcoming events were described.
- There will be a meeting of the Northern Library Coop on June 30.
- The filled in area has been finished, but there is some additional cost.
- The parking lot at the Lincoln Branch was resealed.
- The building owner at Caledonia has done some upgrading to the parking lot.
- There seems to be a problem with the furnace at Caledonia that the township will need to address.

Financial Chair:

- Approve Cash Distribution Report for May, 2016:
Payroll: \$ 28,011.81 Other Expenses: \$ 63,871.98 Total: \$ 91,883.79
The final payment on the new roof at the Harrisville Branch was paid.

Motion made by Loyer / Ronayne to approve Cash Distribution Report.

Roll Call: Foster-yes, Hynek-yes, Loyer-yes, Ronayne-yes, St John-yes, Motion Carried.

Personnel Chair: The Personnel Committee met to review Director's contract for extension.

Technology Chair:

- Network and VPN between branches continues to remain stable.
- Filtering is working smoothly with no complaints reported.
- After checking, a request to unblock a site was not granted.

- Phone service provider has added additional servers.
- The Legal Self-Help computer was configured and installed for the highlighting event and is now available at the library.
- All users have been added to the new server, their data and settings should be done by end of July.
- New notebook computer for staff to use at remote locations has been put in use.
- Problem with Comcast blocking emails is being addressed.

Commissioner Liaison:

- Commissioners continuing to work on an update of Alcona County Personnel Policies and Procedures.
- Changing to new software is being considered for the county.

Old Business:

- Motion made by Hynek/Foster to extend the Director's contact for three years.
Roll Call: Foster-yes, Hynek-yes, Loyer-yes, Ronayne-yes, St John-yes, Motion Carried.

New Business:

- Motion made by Ronayne/Hynek to approve additional cost for completion and seeding of the filled area. Motion carried

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

Adjourn: 2:45 p.m.

Next meeting is scheduled for July 27, 2016 at 2:00 p.m.
Harrisville Meeting Room

Respectfully Submitted,

Merry Lou Loyer,
Secretary