ALCONA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING 12.13.2017
Harrisville Meeting Room

Meeting called to order by Chairperson Foster at 2:00 p.m.
Pledge of Allegiance
Members Present: Foster-yes, Bruske-yes, Gruba-yes, Hynek-yes, Loyer-yes.
Also Present: Alcona County Library Director Denise Bearre.
Approve Agenda: Motion made by Loyer / Gruba to approve agenda. Motion carried
Approve Minutes: Motion made by Hynek/ Bruske to approve minutes of November 15, 2017. Motion Carried
Special Order of Business:
Correspondence:

- Up North Digital Library has funds for Overdrive.

Director:

- Addendum 1 attached.

Financial Chair:

- Approve Cash Distribution Report for: December 2017'

Payroll: $ 38,876.35 Other Expenses: $ 29,018.99 Total: $ 67,895.34

Motion made by Gruba / Bruske to approve Cash Distribution Report.

Roll Call: Foster-yes, Bruske-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

- Budget adjustments were discussed.

Motion made by Hynek/Bruske to approve Budget adjustments.

Roll Call: Foster-yes, Bruske-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

- Addendum 2 attached.

Personnel Chair:

- Susan Hynek expressed pleasure on serving on the board and working with the excellent staff at the library.

Technology Chair:

- The monthly report was reviewed. Joe Thomas reports everything is going smoothly.

Commissioner Liaison:
Friends of the Library:

- Mary Gruba reported on the last meeting of the year where fund raising ideas were discussed. Meetings will resume in April.
- Noted by the Chairperson: The Board sincerely appreciates all the Friends do for the Library.

Old Business:
Motion made by Bruske/Hynek to approve the changes to the Personnel Policy. Motion carried.

Motion made by Hynek/Bruske to approve salary change for Circulation Clerks.
Roll Call: Foster-yes, Bruske-yes, Gruba-yes, Hynek- yes, Loyer-yes. Motion Carried.

New Business:
Motion made by Bruske/Loyer to approve the Reciprocal Borrowing agreement. Motion carried.

- The Director presented and explained a new Library Survey for patrons.

Motion made by Loyer/Gruba to approve the Library Survey. Motion carried.

- Reviewed Library Millage Ballot Language for 2018.
- The Director's completed QSAC Report was reviewed.
- The Credit Card Policy was presented for review.

At this time Director Denise Bearre presented outgoing board member Susan Hynek a framed certificate thanking her for her years of service. The Board also expressed its thanks for the years she has contributed her knowledge to meetings and time and effort in responding to Library needs.

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

Next meeting is scheduled for Wednesday, January 24, 2018 at 2:00 p.m.
Harrisville Meeting Room

Addendum 1

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

Personnel: all seems to be going well

Computers and Machines: internet server was moved to Mikado before the lighting project.

Programming: Nov 17 Classic Movie *Ninotchka* 17 attendees

- Dec 2 was Christmas in the Village—95 children attended and 180 adults attended.

Coming: Classic Movie Dec 15, 2017 *Bell, Book and Candle*

- Thursday January 25, 2018—Thunder Bay Film Festival 6-9 pm in partnership with NOAA Marine Sanctuary

Grants: Lynn is working on 3 grants for January

Meetings: Nov 29: Imagination Library

- Nov 29—QSAC with Barb Bruske
- Dec 6—Friends of the Library
- Dec 7—Northland Library Cooperative in Traverse City
- Dec 7—PAC2 (also in Traverse City)

Projects: Lighting Project began Monday Dec 4, present estimates are to be done by Thursday Dec 7.

Gazebo and Pergola is being worked on, need to stamp and stain and build pergola

Facilities & Maintenance: seems to be okay currently.

Respectfully submitted,

Denise M Bearse

Addendum 2
From: Alcona County Library
Library Director: Denise M Bearre
To County Clerk Date: 12/13/17
For 2017 Expenses
Please make the following Line Item changes.

1) **Amount** $5000.00

From:
Expense Line Item 271-790-708.000
Expense Line Item Account Title: Salary/Wage—Tech Support
Old Amount $48,568.00 New Amount $43,568.00
To:
Expense Line Item 271-790-716.000
Amount $5000.00
Expense Line Item Account Title: Hospital Ins E/S
Old Amount $47,000.00 New Amount $52,000.00

2 Amount $1000.00

From:
Expense Line Item 271-790-710.001
Expense Line Item Account Title S/W--Lincoln
Old Amount $15,112.32 New Amount $14,112.32
To:
Expense Line Item 271-790-710.006
Amount $1000.00
Expense Line Item Account Title: S/W Circ Clerks
Old Amount $41,616.00 New Amount $42,616.00

3 Amount $1500.00

From:
Expense Line Item 271-790-708.000
Expense Line Item Account Title S/W—Tech Support
Old Amount $43,568.00 New Amount $42068.00
To:
Expense Line Item 271-790-710.006
Amount $1500.00
Expense Line Item Account Title: S/W Circ Clerks
Old Amount $42,616.00 New Amount $44,116.00

4 Amount $1000.00

From:
Expense Line Item 271-790-710.008
Expense Line Item Account Title S/W—Special Collections Asst
Old Amount $12,068.64 New Amount $11,068.64
To:
Expense Line Item 271-790-710.006
Amount $1000.00
Expense Line Item Account Title: S/W Circ Clerks

Old Amount_____$44,116.00__ New Amount_____$45,116.00_____

5 Amount___$150.00_____

From:
Expense Line Item 271-790-710.009_____
Expense Line Item Account Title_____S/W—Temp Circ_____
Old Amount____$1,000.00_____ New Amount_____$850.00_____
To:
Expense Line Item 271-790-710.006
Amount_____$150.00
Expense Line Item Account Title:_____S/W Circ Clerks_____
Old Amount_____$45,116.00__ New Amount_____$45,266.00_____

6 Amount___$800.00_____

From:
Expense Line Item 271-790-923.000_____
Expense Line Item Account Title_____Electric_____
Old Amount____$8500.00_____ New Amount_____$7700.00__
To:
Expense Line Item 271-790-860.000___
Amount_____$800.00
Expense Line Item Account Title:_____Travel_____
Old Amount_____$5750.00___ New Amount_____$6550.00__

7 Amount___$400.00_____

From:
Expense Line Item 271-790-802.000____
Expense Line Item Account Title_____Contract Servs—Bks & Sirsi_____
Old Amount____$16,300.00____ New Amount_____$15,900.00
To:
Expense Line Item 271-790-934.000
Amount_____$400.00
Expense Line Item Account Title:_____Grounds_____
Old Amount_____$3900.000__ New Amount_____$4300.00

8 Amount___$175.00_____

From:
Expense Line Item 271-790-747.000_____
Expense Line Item Account Title_____Furniture_____
Old Amount____$625.00_____ New Amount_____$450.00_____
To:
Expense Line Item 271-790-710.006
Amount_____$175.00
Expense Line Item Account Title:_____Workers Comp_____
Old Amount_____$625.00____ New Amount_____$800.00__