

ALCONA COUNTY LIBRARY BOARD OF TRUSTEES

REGULAR MEETING 11.15.2017

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 Bearre and Commissioner Vichunas.

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

Approve Minutes: Motion made by Hynek/ Bruske to approve minutes of October 28, 2017. Motion Carried

Special Order of Business: Interviews of Library Board of Trustees Candidates.

- Connie Sysak and Justin Wilson were interviewed for the vacant Trustee position on the Alcona County Library Board. Following a vote by the board the following motion was made.

Motion made by Bruske/Foster to recommend to the Alcona County Board of Commissioners to appoint Justin Wilson to the Library Board of Trustees. Motion carried.

Correspondence:

- Thank you from library user for a great library with friendly and fast service

Director:

- Addendum 1 attached.

Financial Chair:

- Approve Cash Distribution Report for October 2017.

Payroll: \$27,735.90 Other Expenses: \$50,676.91 Total: \$ 78,412.81

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

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

Motion made by Hynek / Gruba to approve Line Item changes in the 2017 budget. (Addendum 2 attached)

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

Personnel Chair:

- Presented changes to the Personnel Policy to the board for review.
- Director's salary

Motion made by Bruske/Hynek to adjust Director's salary June 2018 on the anniversary of hire.

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

Technology Chair: Report was reviewed..

Commissioner Liaison:

- Meetings set for 2018 Budget review.

Friends of the Library:

- Mary Gruba reported on a state wide Friends of the Library meeting she attended in Alpena.

Old Business:

- Calendar of closing dates for 2018 was presented for review.

Motion made by Bruske/Hynek to approve the closing dates for 2018. Motion carried.

New Business:

- 2018 Library Board Meeting Calendar was reviewed.

Motion made by Gruba/Bruske to approve the 2018 Library Board Meeting Calendar. Motion carried.

- Library Credit Card.

Motion made by Hynek/Loyer to authorize the Director, Denise Bearre, to open an account and apply for a credit card at the Northland Federal Credit Union in Harrisville, Michigan.

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

Motion made by Hynek/Loyer authorized the Director to apply for a credit card from Northland Federal Credit Union to be held in the names of Director Denise Bearre and Assistant Director Lynn VanderLinde . Motion carried.

- Director will have a draft of a Credit Card Policy for review by the Board in December.
- Harrisville Branch will be closed from December 4 –December 11, 2017 for installation of new lighting.

Public Comment: (Please state your name. Limited to 5 minutes per person)

Adjourn: 3:55 p.m.

Next meeting is scheduled for Wednesday, December 13, 2017 at 2:00 p.m., Harrisville Meeting Room.

Respectfully Submitted,

Merry Lou Loyer, Secretary

Addendum 1

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

Personnel

Computers and Machines: all seems to be going well

Programming: all 6th, 7th, and 8th graders came from Nov 1 & 2 came to the library, bussing will be paid for from the Friends of the Library

- NEMAG art show is in library till Nov 26
- Story time on Fridays is pairing up with Great Start from AAMESD every other week

Grants: Gazebo started Nov 8 for Musser Grant

Meetings: Oct 26 Lynn and I went to Water/Ways grant meeting
Nov 30 Tech Workshop at Traverse Area Dist Library hope to send some staff

Projects: The lighting has been received, no word on when project shall start

Facilities & Maintenance:

Respectfully submitted,

Denise M Bearse

Addendum 2

From: Alcona County Library

Library Director: Denise M Bearre

To County Clerk

Date: 11/15/17

For 2017 Expenses

Please make the following Line Item changes.

1) Amount \$480.00

From:

Expense Line Item 271-790-970.000

Expense Line Item Account Title: Capital Improvements

Old Amount \$480.00 New Amount \$0.00

To:

Expense Line Item 271-790-729.000

Amount \$480.00

Expense Line Item Account Title: Books

Old Amount \$21,605.00 New Amount \$22,085.00

2 Amount \$480.00

From:

Expense Line Item 271-790-970.001

Expense Line Item Account Title Capital Improvements-Lincoln

Old Amount \$480.00 New Amount \$0

To:

Expense Line Item 271-790-729.000

Amount \$480.00

Expense Line Item Account Title: Books

Old Amount \$22,085.00 New Amount \$22,565.00