

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING**

Minutes

Tuesday, September 19, 2017

- I. **Call to Order and Roll Call:**
Meeting called to order at 6:58 pm by Board President, M. Neblock
Present: M. Neblock, J. Hinkley, J. Secrist, ~~R. Spooner~~, C. Watkins, J. Erickson, Z. Nelson (Ex Officio).
R. Spooner, absent with notice.
- II. **Additions to the Agenda:** none
- III. **Correspondence:** None
- IV. **Minutes: July 18, 2017.** Motion to approve minutes made by J. Secrist, seconded by C. Watkins. Motion approved with unanimous vocal aye vote.
- V. **Comments from the Public:** none
- VI. **Library Director's Report:**
- a. Discussion of faxing service time and costs as offered by NTAL. J. Secrist made a motion to begin phasing out for fax service with completion by 12/31/2017. Motion seconded by C. Watkins. Motion carried with unanimous aye vote.
 - b. Discussion of copying service time and costs as offered with decision to revisit this issue in future.
 - c. Outdoor site lighting proposal from Ashcott Electrical discussed. Board directed Z. Nelson to follow-up.
 - d. Z. Nelson working on RFP for Pavilion specifications per Board discussion.
 - e. In-service for staff in use of AED machine, date to be determined.
 - f. Circulation stats are up for year to date.
- VII. **Financial Report:**
- a. **Treasurer's Report/Approval of Bills:**
 - 1. **July Financials:** Motion to approve made by J. Erickson, seconded by J. Hinkley. Motion carried by unanimous vocal aye vote.
 - 2. **August Financials:** Motion to approve made by C. Watkins, seconded by J. Hinkley. Motion approved with unanimous vocal aye vote.
 - b. **Investments:** Discussion led by J. Secrist. Motion made by J. Erickson to authorize the Northfield Township Treasurer to invest \$200,000 from NTAL account #271 and \$150,000 from NTAL account #405 in FDIC-insured CD's for a 6-month duration; the Treasurer is authorized to select the institution and the CD's on behalf of NTAL and to immediately proceed. Motion seconded by J. Secrist. Motion carried with unanimous aye vote.
- VIII. **Committee Reports:**
- a. **Building/Grounds Committee Report:** Discussion of progress and the committee will meet on Sept 25 at 9:30 for further discussion of Pavilion specs.
- IX. **New Business:**
- a. **New Organizational Chart and Job Descriptions:** General discussion and edits provided to Z. Nelson.
 - b. **New Pay Scale:** Motion to accept the revised pay scale made by C. Watkins, second by J. Secrist. Motion carried with unanimous aye vote.
- X. **Comments from the Board:** none
- XI. **Adjournment:** M. Neblock called the meeting to adjourn 8:37 pm
- XII. **Future Meeting: October 17, 2017**

