

NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
Minutes
Tuesday, October 17, 2017

- I. **Call to Order and Roll Call:**
Meeting called to order at 7:01 pm by Board President, M. Neblock
Present: M. Neblock, J. Hinkley, J. Secrist, R. Spooner, C. Watkins, J. Erickson, Z. Nelson (Ex Officio).
- II. **Additions to the Agenda:** none
- III. **Correspondence:** None
- IV. **Minutes: Sept 19, 2017 – signed copy for investments.** A motion to approve minutes with corrections was 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.** Some points discussed:
- a. Signs posted that fax service ends effective 1-1-2018. The library will no longer offer fax service.
 - b. WiFi Hotspots are very popular. This is a smooth process so far with no issues.
 - c. Building grounds: A new evergreen was planted; lighting projects completed.
 - d. In-service for staff in use of AED machine likely in November.
 - e. Circulation stats, marketing and circulation reports submitted, and favorable discussion ensued.
 - f. Pavilion: Z. Nelson presented the one bid received to date. Items bid based on were discussed. Other bids expected soon.
- VII. **Financial Report:**
- a. **Treasurer's Report/Approval of Bills:** Motion to approve made by J. Secrist, support by R. Spooner. Motion approved with unanimous vocal aye vote.
- VIII. **Committee Reports:**
- a. **Building/Grounds Committee Report. Pavilion:** See Directors Report (VI.f.).
- IX. **New Business:**
- a. **Holiday Closures:** Following discussion, J. Secrist moved and C. Watkins seconded that: 2017 holiday closures be as follows:
 - 1. Thanksgiving: close at 1 pm on November 22 and reopen Monday, November 27.
 - 2. Christmas: closed December 23 – 26 (reopen December 27)
 - 3. New Year: Library will be closed December 30 - January 1, 2018 (reopen January 2)The motion was approved with unanimous vocal aye vote
 - b. **501c3 status:** Review and discussion of documents that will be voted on at next meeting
 - c. **By-Laws Amendments to reflect new charitable organization 501c3 status:** Review and discussion, some editing suggestions made. Documents to be further reviewed and voted on at next meeting.
- X. **Comments from the Board:** J. Secrist graciously invited the Board and Staff for a fall get together at his home, date to be determined in next few weeks.
- XI. **Adjournment:** M. Neblock called the meeting to adjourn 8:15 pm
- XII. **Future Meeting: November 21, 2017**