

**NORTHFIELD TOWNSHIP AREA LIBRARY**  
**REGULAR BOARD MEETING**  
**Minutes**  
**Tuesday, November 21, 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).
- II. **Additions to the Agenda:** none
- III. **Correspondence:** None
- IV. **Minutes of October 17, 2017:** A motion to approve minutes was made by J. Secrist, seconded by J. Hinkley.  
Motion approved with unanimous vocal aye vote.
- V. **Comments from the Public:** none
- VI. **Library Director's Report.** Some topics discussed:
- a. Z. Nelson has received an official letter from IRS stating the Library is an official 501c3.
  - b. Discussion of hiring of a "temp" to fill in short-term staffing needs.
  - c. Library Themes. J. Secrist requested a report of how successful the current year theme was and same for subsequent themes. The 2018 theme is Happiness, Love More, Laugh More, Give More. Z. Nelson is creating a "family" photo wall and has asked for each Board/Staff member to email a picture of their family for the wall. Group photo to be taken at December meeting.
  - d. Employee Benefits: Discussion.
- VII. **Financial Report:**
- a. **Treasurer's Report/Approval of Bills:** Motion to approve made by J. Secrist, support by J. Erickson.  
Motion approved with unanimous vocal aye vote.
- VIII. **Unfinished Business:**
- a. **By-Law Approval:** A resolution was offered by J. Secrist to adopt the Amended and Restated Bylaws. Motion Seconded by J. Hinkley. A roll-call vote was taken with results as follows: Yea: M.N, J.H, J.S, R.S, C.W, J.E. Nay: none. By-Law Resolution Approved.
  - b. **Pavilion bids:** Two bids were reviewed. R. Spooner made a motion to approve moving forward with the Tri-County Builders, LLC proposal with support by C. Watkins. Motion approved with unanimous vocal aye vote.
- IX. **New Business:**
- a. **Audit:** J. Secrist moved to approve the audit for fiscal year ending June 31, 2017. Motion seconded by R. Spooner. Motion passed with unanimous vocal aye vote.
  - b. **December Meeting:** This will include post-meeting refreshments/Board invited to bring spouses.
  - c. **Holiday bonuses.** Discussion. Motion by J. Secrist with second from R. Spooner to increase all amounts by \$50. Motion approved with unanimous aye vote. New Holiday Bonus amounts are:
    1. Less than 1 year \$100 (j. Tapley, S. Kennedy)
    2. 1-4 years \$125 (H. McCausland)
    3. 5-10 years \$150 (M. Goldwyn, J. Levine, Z. Nelson)
    4. 11-15 years \$175 (M. Ferguson)
    5. 16+ years (\$200 (M. Beard)
- X. **Comments from the Board:**
- XI. **Adjournment:** M. Neblock called the meeting adjourned at 8:44 pm
- XII. **Future Meeting: December 19, 2017**