

NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
Minutes
Tuesday, December 19, 2017

- I. **Call to Order and Roll Call:**
Meeting called to order at 7 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:** IX.a. Personal Day
- III. **Correspondence:** None
- IV. **Minutes of November 21, 2017:** A motion to approve minutes 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 topics discussed:
 - a. Z. Nelson reminded Board members to each send a family photo for Photo Wall.
- VII. **Financial Report:**
 - a. **Treasurer's Report/Approval of Bills:** Motion to approve made by J. Erickson, support by R. Spooner. Motion approved with unanimous vocal aye vote.
- VIII. **Unfinished Business:**
 - a. **Part-Time Benefits:** Review of Employee Benefits package. Short-Term and Long-Term Disability Insurance added only for full-time staff. Part-Time staff may select any benefits, with exception of those listed for full-time only. C. Watkins moved to approve the Employee Benefits package, J. Hinkley seconded. Motion carried with unanimous vocal aye vote.
 - b. **Pavilion bids:** Z. Nelson reported that Tri-County Builders, LLC start date is 4/15/2017.
- IX. **New Business:**
 - a. **Personal Day:** Discussion on providing staff with a personal day. Personnel committee to meet on Friday, January 12 at 9 am to review policies. The committee will prepare information on this topic for January Board meeting.
- X. **Comments from the Board:** Tree lighting a huge success with over 350 people in attendance! Z. Nelson gifted the Board with books on Hygge, the 2018 library theme. A short discussion of Hygge followed.
- XI. **Adjournment:** M. Neblock called the meeting adjourned at 7:25 pm
- XII. **Future Meeting: January 16, 2018**