

**Northfield Township Area Library**

**Special Board Meeting**

**Minutes**

**2/9/2018**

- I. Call to order and roll call  
Meeting called to order at 9:01 am by President M. Neblock.  
Present: M. Neblock, J. Secrist, C. Watkins. R. Spooner, Z. Nelson (Ex Officio)  
Absent: J. Hinkley, J. Erickson
- II. Comments from Public: none
- III. Agenda for Special meeting:
  - a. Discussion of new organizational chart.  
Motion for approval J. Secrist, motion seconded by C. Watkins, approved unanimously by quorum present
  - b. Discussion of position of Office Manager.  
Motion for approval R Spooner, motion seconded by C. Watkins, approved unanimously by quorum present.
  - c. Discussion of position of Marketing Coordinator. Motion for approval R Spooner, motion seconded by C. Watkins, approved unanimously as amended by quorum present.
  - d. Discussion of position of Adult Services Specialist. Motion for approval R Spooner, motion seconded by C. Watkins, approved unanimously by quorum present.
  - e. Discussion of proposed pay scale. Motion for approval J. Secrist, seconded by C. Watkins, approved unanimously by quorum present.
  - f. Discussion of retirement of Marion Beard. Motion to accept with regret by J. Secrist, seconded by C. Watkins, approved unanimously by quorum present.  
Agreed to discuss further recognition at regular board meeting
- IV. Adjournment: M. Neblock called the meeting adjourned at 10:10 am

V. Submitted by   
Roger Spooner, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:  
Wording added is underlined

**IX. New Business:**

**a. Board goals reviewed:**

- I. Review and update by-laws: the committee is actively monitoring and will propose updates as they develop.
- II. Review and update policies: the committee is working on any needed changes.
- III. Update NTAL Vision Statement: options being developed by the Director and Assistant Director to be presented to the board.
- IV. Revisit fees charged NTAL by Northfield Township for services: Board Treasurer, J. Secrist will meet with Township officer to discuss issue.
- V. Develop an outreach and visibility plan for library: Board will discuss in greater detail after presentation and adoption of the Vision Statement.
- VI. Develop long-range plan and/or strategic plan: Discussed need to utilize newly acquired, approved charity status in long term planning. Discussed need to maintain the most updated technological resources to provide the needed services to the community

**X. Comments from the Board:** Discussed the need for the board to be supportive and available to library staff, and make ourselves known to those most recently hired.

**XI. Adjournment:** M. Neblock called the meeting adjourned at 7:39pm.

**XII. Future Meeting: 4/17/2018**

