

Northfield Township Area Library
Regular Board Meeting Minutes ~~(DRAFT)~~
9/21/2021

- I. Call to Order and Roll Call:
Meeting called to order at 7:00 pm by R. Spooner
Present: J. Secrist, G. Hermann, C. Watkins, S. Purrington, L. Strausbaugh
Z. Nelson (Ex Officio), H. McGraw (Ex Officio)
- II. Additions to the agenda: none
- III. Correspondence: none
- IV. Approval of Minutes:
A motion to approve the minutes from the Aug 17, 2021, meeting was made by J. Secrist, seconded by C. Watkins and was unanimously approved.

A motion to approve the minutes from the Sept 14, 2021, Special board meeting minutes was made by J. Secrist and seconded by C. Watkins and was unanimously approved.
- V. Comments from the Public: none
- VI. Library Director's Report:
The director presented the Library Director's report commenting on the suggested policy change to remove fines.
The policy committee will meet at a future date to draft the new policy.
- VII. Financial Report:
J. Secrist presented the Financial Report from August 2021.
He noted that there are still outstanding recording issues as mentioned previously.

A motion to accept financial reports with recording issues noted was made by S. Purrington and seconded by R. Spooner was unanimously approved.
- VIII. Committee Reports:
Building committee noted below.
- IX. Unfinished Business:
 - a. Basement
A video from HomeSpec was presented showing generally the type of work to be performed to solve the water leak issue in the basement of the library. A discussion took place regarding the competing bids and the work to be performed.

A motion to accept the HomeSpec quote for \$28,092.04 was made by C. Watkins and seconded by S. Purrington was unanimously supported.

X. New business:

a. Personnel Discussion

The Library Director reiterated that the Assistant Director resigned as of September 16. With the new job allocations, she doesn't feel need to replace the position at this time.

b. Organizational Chart

The Library Director presented the new organizational chart with some noted revisions.

She also re-introduced the Outreach Manager - Hillary McGraw.

c. Pay Scale

A motion to implement a Patron Services Manager while removing the Assistant Director position was made by J. Secrist and seconded by L. Strausbaugh was unanimously supported.

Discussion on the \$200/month bonus totaling approximately \$15,000.

A motion to approve a \$200 per month worked in the library building during the pandemic, March 2020 through August 2021, bonus for current staff was made by S. Purrington and supported by L. Strausbaugh was unanimously supported.

XI. Comments from the Board: none

XII. Comments from public: A member from the public was pleased with the board accepting the basement contract.

XIII. Adjournment: 7:54 pm

A motion to adjourn was made by C. Watkins and seconded by G. Hermann was unanimously supported.



Date: 10-19-21

Gerald Hermann
Secretary Northfield Township Area Library