

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, November 17, 2015**

Call to Order and Roll Call: Meeting was called to order by President M. Neblock at 7:02 P.M.

- I. **Present:** , Margaret Neblock, Jack Hinkley, Karen Neigebauer, Judy Wafle, Zaley Nelson (ex officio).
Absent: Meg Minnich, Sandy Purrington
Guest: Jack Secrist
- II. **Additions to the Agenda:** None
- III. **Correspondence:** None
- IV. **Minutes: October 20, 2015** A Motion was made to approve the October 20, 2015 minutes ad presented by J. Hinkley and supported by K. Neigebauer A vocal vote was called none opposed motion passed.
- V. **Comments from the Public:**

Jack Secrist remarked that he would like the Library to move in the direction of making a more innovative and diversified approach to serving the patrons. Z. Nelson thanked him for his comments. She stated she appreciated his input and agreed with his perception.

VI. **Library Director's Report:**

Z. Nelson presented her Director Report. The items covered were as follows:

Due to the increase duties it will be necessary to hire a new Library Assistant. Interviews are being conducted.

The WLPS : The partnership between the Whitmore Lake Public Schools and Library has been increasing.

The Library has been selected to participate in a pilot program focusing on Libraries and parent with common core resources. Program known by Tumble Books.

With the upcoming completion of the Library Addition, Zaley would like the board to focus on creating a new plan of service.

Building. Zaley presented a quote of \$2,380 for the purchase and installation of two new air conditioning units. She will obtain two more quotes before making the final selection. In addition to the quote from Summit Electrical, she is also working on additional quotes for the replacement of the lighting fixtures.

With the fact that the library is a few weeks behind on the expansion construction, The Library will be closed from January 11, 2016 through January 29, 2016. She will request that the supervisor of the expansion project Tom be given a key during the times the library is closed to facilitate his work.

Tree Lighting event will be on Dec 1st at 7 P.M.

VII. Financial Report:

A Motion to approve the October 31, 2015 financial report as presented by the township was made by K. Neigebauer and supported by J. Hinkley. A vocal vote was called none opposed motion carried.

a. Treasurer's Report:

b. Approval of Bills:

The following invoices based on construction requirements were presented for payment as follows:

All invoices have been reviewed by Frank Rewald and Son as per construction agreement.

J. Wafle made a motion to pay Frank Rewald and Son for General Conditions per contract for \$26,952, supported by K. Neigebauer. Vocal vote called none opposed motion carried.

J. Wafle made the motion to pay Jacklyn Contracting for earthworks in the amount of \$24,300 per contract supported by K. Neigebauer. Vocal vote called none opposed motion carried.

J. Wafle made the motion to pay Construction Solutions for rough Carpentry the amount of \$28,018.80 per contract. K. Neigebauer supported vocal vote called none opposed motion carried.

J. Wafle made the motion to pay Putnam & Sons the amount of \$4,089.60 per contract supported by K. Neigebauer. Vocal Vote called none opposed motion carried.

J. Wafle made the motion to pay Summit Electrical for electrical portion in the amount of \$4,680 per contract supported by K. Neigebauer. Vocal Vote called none opposed motion carried.

VIII. Committee Reports

a. Building Project Committee:

IX. Unfinished Business:

a. Workshop Due to the fact the Library closure for expansion purposes to extended to January, the scheduled workshop will be postponed to February.

Construction Closing

J. Waffle made the motion to change the Library Closing dates due to the construction period to January 11, 2016 through January 29, 2016. Motion supported by J. Hinkley . A vocal vote was called none opposed motion carried.

A motion was made by J. Waffle to extend Tom, the construction supervisor, a key during the period of January 11, 202016 to January 29th, 2016 supported by J. Hinkley. A vocal vote was call none opposed motion carried.

b.

c. New Bank Zaley requested that the Treasurer and Present arrange times which they could go to the First National bank to sign the required forms for the safety deposit box.

d. Overdue Policy

This policy tabled for more review

X. New Business:

a. Holiday Bonus

Z. Nelson presented the board with the list of annual holiday bonus as follows:

less than 1 year \$50

1-4 years \$75

5-10 years \$100

11-15 years \$125

16+ years \$150

How this breaks down:

Marion Beard \$150

Mary Ferguson \$125

Sally Gates \$125

Meg Goldwyn \$75

Zaley Nelson \$100

Catherine Stricklin \$ 50

A motion was made by J. Waffle to pay M. Beard \$150, M. Ferguson \$125, S. Gates \$125, M. Goldwyn \$75, Z. Nelson \$100 and C. Stricklin \$50 supported by K. Negiebaur. A vocal vote was called none opposed motion carried

b.

c.

XI. **Comments from the Board:** none

XII. **Adjournment:** The meeting was adjourned by the President M. Neblock at 7:49 P.M.

XIII. **Future Meeting: December 15, 2015**

XIV.

XV. Submitted by 
Judith Waffle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined
