

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, October 20, 2015**

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

- I. **Present:** Meg Minnich, Margaret Neblock, *Jack Hinkley*, *Karen Neigebauer*, *Sandy Purrington*, *Judy Wafle*, *Zaley Nelson (ex officio)*.

Absent None

Guest: Jack Secrist

- II. **Additions to the Agenda:** Introduction to new Employee Catherine Stricklan.

- III. **Correspondence:** None

- IV. **Minutes: September 15, 2015**

A Motion was made to approve September 15, 2015 minutes as presented by M. Minnich and Seconded by J. Hinkley

- V. **Comments from the Public:**

None

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

Personnel resignation accepted and position posted. Position filled by Catherine Stricklan

Fall Fun Fest good attendance despite weather. Great staff participation.

Morgan Stanley Transfer balance \$.50. Z. Nelson will (cut check or close out) account

First National accounts should be set up by the Township and all PNC accounts closed by December, 2015.

Building was closed briefly on Friday due to plumbing issues. Reopened by 11:30 a.m. October 9th.

Library is required to purchase 2 new a/c units. Zaley will be getting information.

- VII. **Financial Report:**

A motion was made by J. Wafle to accept the Financial report as presented and seconded by M. Minnich.

Vocal call: Aye none opposed.

Treasurer's Report:

- a. **Approval of Bills:**

A motion was made by S. Purrington and seconded by M. Minnich that an invoice from Frank Rewold and Son for General Conditions and Fee in the amount of \$37,411. Be paid. Vocal Vote: Aye none opposed.

A motion was made by S. Purrington and seconded by M. Minnich that an invoice presented by Jacklyn Construction for Earthworks in the amount of \$29,700.00 be paid. Vocal vote: Aye none opposed.

A motion was made by S. Purrington and seconded by M. Minnich that invoice presented by CI Contracting in the amount \$29,070.00 paid. Vocal Call Aye none opposed. A Motion was made by S. Purrington and seconded by M. Minnich that invoice presented by Construction Solutions in the amount of \$3,674 be paid. Vocal Vote called Aye None opposed.

VIII. **Committee Reports**

- a. **Building Project Committee:** Z. Nelson described the status of the expansion project. In removing the ramp and concrete it was discovered that there was no footing. It will be necessary to correct this problem. Also it was noted that there was no moisture barrier added behind the clap board. This will also need to be corrected. The addition cost could be estimated at \$10,000 to \$25,000. Addition cost will be reviewed by G. Ferrera (Frank Rewold Construction). Additional review will be made for the roof issue. This may require a Change Order to be made.
- b.

IX. **Unfinished Business:**

- a. **Term Limits:**
It was determined by A. Seuryneck (Foster Swift) that based on the interpretation of Statute MCL397.211 covering the election of board members to PA 164 libraries that there is no current way to limit terms. Policy for Term Limits removed from consideration.
- b. **Workshop:** It was decided to hold a Board Workshop January 21, 2016 at 11:30 am thru 3:pm. The subject should be focused on the direction of the library based on the addition to the library; how best to use the addition and other criteria.
- c. **Thanksgiving Closing early Nov. 25**
S. Purrington made a motion to close the library at 3 P.M. Day before Thanksgiving, seconded by M. Minnich. Vocal Vote Aye none opposed

X.

a. **Construction Closing:**

- XI. A motion was made S. Purrington and seconded by M. Minnich to close the library from December 21, 2015 through Jan 8, 2016 due to constraints put upon the library by the construction of the new addition. This will also coincide with the suspension of MelCat during the same period. Vocal call Aye no opposed. Staff will be paid during this time and will be doing housekeeping projects as well as training and other tasks as necessary. Some staff will take vacation time during this closure.

XII.

a. **New Bank**

S. Purrington made the motion to open 1st national Bank three separate accounts (Operation, Credit Card, Reimbursements) seconded by M. Minnich. Vocal Vote Aye None opposed.

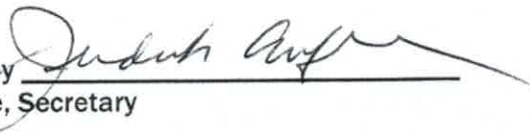
XIII. New Business:

- a. **Overdue Policy** Z. Nelson wants to review the present Overdue Policy to institute fines. This is made necessary by some habitual offenders. Also she would like to limit the notice of past due books to patrons by email until the final notice which would be sent by mail. This will reduce the cost of postage. She would like to review the length of time books may be borrowed based on the value and new acquisitions to the library. This Policy will, therefore be tabled until a future meeting.

XIV. Comments from the Board: None

XV. Adjournment: Meeting was adjourned by M. Neblock at 8:25 P.M.

XVI. Future Meeting: November 17, 2015

XVII. Submitted by 
Judith Wafle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined