

**NORTHFIELD TOWNSHIP AREA LIBRARY  
REGULAR BOARD MEETING  
Minutes  
Tuesday, April 19, 2016**

President M. Neblock called meeting to order at 7:18 pm

**I. Call to Order and Roll Call:**

Present: M. Neblock, J. Hinkley, S. Purrington, J. Wafle, Zaley Nelson (ex officio)

Absent: M. Minnich, K. Neigebauer

**II. Additions to the Agenda:** Credit Card transfer from American Express to Citi Visa

**III. Correspondence: none**

**IV. Minutes: March 15 & 22, 2016**

A Motion was made by J. Hinkley to approve the March 15, 2016 minutes and supported by J. Wafle. Motion carried by a vocal call of aye.

A Motion was made by J. Hinkley to approve the March 22, 2016 minutes and supported by J. Wafle. Motion carried by a vocal call of aye.

**V. Comments from the Public:**

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

**VII. Financial Report:**

**a. Treasurer's Report:**

A Motion to approve the March 2016 financial report as presented by the township was made by J. Hinkley and supported by J. Wafle. Motion carried by a vocal call of aye.

**b. Approval of Bills:**

A Motion was made by S. Purrington to approve payment to Frank Rewold and Son in the amount of \$9,028.07 for general conditions and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Frank Rewold and Son in the amount of \$650.00 for testing and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Frank Rewold and Son in the amount of \$3,522.00 for their fee and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Construction Solutions in the amount of \$2,255.00 for rough carpentry and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Flairwood in the amount of \$14,112.90 for casework and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Rochester Hills Contract Glazing in the amount of \$493.20 for aluminum door hardware and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Huron Acoustical in the amount of \$4,229.49 for drywall and lt. gauge and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Marson Enterprise in the amount of \$2,635.00 for ceramic tile and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Sharon's Heating and Cooling in the amount of \$6,417.00 for HVAC and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Summit Electric in the amount of \$8,433.00 for electrical and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to N2M Technology in the amount of \$14,827.30 for IT wiring and supported by J. Hinkley. Motion carried by a vocal call of aye.

A Motion was made by S. Purrington to approve payment to Advanced Lighting in the amount of \$1,924.80 for the sound system and supported by J. Hinkley. Motion carried by a vocal call of aye.

## **VIII. Committee Reports**

### **a. Building Project Committee:**

On Tuesday, April 26, 2016 Z. Nelson and the construction superintendent are going to create a punch list.

## **IX. Unfinished Business:**

### **a. Adopt Policy 200.6.1 Maternity/Paternity/Adoption Leave**

Discussed. Policy sent back to personnel committee

### **b. Multipurpose Room Policy**

Policy committee will be on Monday, April 25, 2016 at 11 am to discuss the multipurpose room policy and agreement

### **c. Election paperwork**

Reminder paperwork was due on April 18, 2016

### **d. Grand Opening**

Grand Opening is schedule for May 14, 2016 from 11 am to 1 pm. Z. Nelson will be contacting the board members to set up a time for a photo.

## **X. New Business:**

### **a. End of construction gifts**

Z. Nelson wanted get Tom Augugliaro and Gene Ferrera end of construction gifts to thank them for all the extra work they did on behalf of the Library and wanted a recommendation from the Board as to how much she could spend per person. S.

Purrington recommended spend \$150 per person. J. Hinkley recommended \$200 per person. Z. Nelson will spend no more than \$200 person person.

**b. Transfer \$30,000 out of 271-999-999 funds to 405-960-935**

The Budget Amendment for the **Transfer of Funds** would be as follows:

- INCREASE Transfer Out (271-999-999)     \$30,000.00

- INCREASE Transfer In (405-960-935)     \$30,000.00

A Motion to approve the transfer as presented was made by S. Purrington and supported by J. Wafle. Motion carried by vocal call of aye.

**c. Credit Card**

A motion was made by J. Wafle to approve the transfer from Costco American Express to Costco Citi Visa and supported by S. Purrington. Motion carried by vocal call of aye.

XI. **Comments from the Board:**

XII. **Adjournment:** The meeting was adjourned at 8:41 P.M.

XIII. **Future Meeting: May 17, 2016**

