

**NORTHFIELD TOWNSHIP AREA LIBRARY  
REGULAR BOARD MEETING  
MINUTES**

**Tuesday, April 18, 2017**

**I. Call to order and Roll Call**

- a. Meeting was called to order at 7:00 p.m. by M. Neblock
- b. Present: J. Hinkley, M. Neblock, J. Secrist, R. Spooner, C. Watkins, Z. Nelson (ex officio)

**II. Additions to the Agenda**

- a. Outdoor sprinkler system under Unfinished Business, item c.
- b. Parking Lot Resurfacing, under Unfinished Business, item d.
- c. Oral History Project, under New Business, item e.

**III. Correspondence: None**

**IV. Minutes, March 21, 2017**

- a. An approval motion was made by J. Secrist and seconded by J. Hinkley. The motion was approved unanimously by voice vote.

**V. Comments from the Public: None**

**VI. Library Director's Report**

- a. A written report was submitted that included portions from the Director, the Assistant Director, and the Acquisitions and Cataloging Manager.
- b. We are waiting for the final tax assessment numbers, which feed into the budget process.
- c. We will talk to Township Treasurer Lenore Zelenock about the process of confirming the proper amount for the library to pay to the township for non-statutory services rendered. We will also discuss with her the inclusion of the library staff with regard to employee benefits.
- d. An in-service day was proposed for Friday, May 12. The day was approved by the Board, with the staff in-service time to be 9 a.m.-1 p.m., after which the library would be open from 1-6 p.m.

**VII. Financial Report**

- a. We do not yet have a replacement for former Controller Rick Yeager, so all we received this month was a partial financial report from the township, which looked fine. We will wait to evaluate and vote on a financial report until we have the full report.
- b. J. Secrist will discuss with township Treasurer Zelenock the desirability of and process for investment of some library funds that will not be used in the short-term.

**VIII. Building Committee Report**

- a. We are awaiting additional bids on several items.

- b. With regard to a storage shed, the library staff will make some recommendations of choices to the Committee, and we will then make a decision. Installation of the storage shed will be a part of the bid to tear down the garage and prepare the area for a gazebo, which is the first phase of the project.

**IX. Unfinished Business**

- a. Gazebo: We have bids, and will be making decisions on these together with the first phase, which as noted above, is the preparation of the site for the gazebo.
- b. Primary Budget Meeting: As noted above, we are awaiting final numbers from the township.
- c. Irrigation System: A motion was made by R. Spooner and seconded by C. Watkins to accept the bid from Daily Rain, Inc. to install the system on the library property. This bid was the lowest of those received, and involves using the identical materials. The motion was approved unanimously.
- d. Parking Lot Resurfacing: We have bids for this job, which will either be a complete redo of the current surface, or a resurfacing of the existing lot. Based upon information available at the meeting, the complete redo was preferred as being the longer term solution. We will entertain a motion when we have complete information including specifics of exactly what will be done, and can make a final choice between the two alternatives.

**X. New Business**

- a. A meeting date for the Personnel Committee will be set for the near future.
- b. The Planning/Strategy Committee meeting was set for May 23 at 9 a.m., after the May 12 staff in-service meeting.
- c. The Board sometimes does not meet during July or August, depending upon agenda topics and schedules. We will make decisions on whether to meet closer to the scheduled times of the meetings (July 18 and August 15).
- d. Fourth of July Parade
  - i. The library staff will participate, as usual, in this event. Board members are welcome to join with them.
  - ii. The question of whether to close the library on July 3 (a Monday) was discussed. A motion was made by J. Hinkley to close the library that day. The motion was seconded by R. Spooner and passed unanimously.
- e. Oral History Project: Z. Nelson provided a summary of this project, which involves developing a list of long-time residents of the township, and interviewing them with regard to their history and experiences in the area. Interviews will be recorded with audio equipment, and if possible a brief video introduction will be done with each person or group interviewed. Jacob Donner will be a key participant in this initiative, with M. Ferguson from the library staff and J. Secrist from the Board guiding the process.

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

**XII. Adjournment:** 8:07 p.m.

**XIII. May Meeting Time:** May 16, 2017

*J. Erickson*