

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, April 21, 2015**

- I. **Call to Order and Roll Call: The meeting was called to order at 7 P.M.**
Present: Margaret Neblock, Jack Hinkley, Karen Neigebauer, Sandy Purrington, Judy Wafle, Zaley Nelson (ex officio).

Absent: Meg Minnich
- II. **Additions to the Agenda:**
a. Township Annual Fee
b. Debt Service
- III. **Correspondence:** None
- IV. **Minutes: February 17, 2015** Motion to approve the minutes as amended by S. Purrington and supported by K. Neigebauer. Vocal Call all approved.
- V. **Comments from the Public:** Z. Nelson introduced Melissa McLachin, new employee, to the Board. Melissa has caught on quickly and is a valued new addition to our library.
- VI. **Library Director's Report:** Z. Nelson reviewed her Director's Report with special emphasis on staffing issues, security issues, and Kiwanis grant.

Bonnie Roy Bentley retired as of April 9, 2015. A party recognizing her contributions to the library is being planned. A replacement for Bonnie is advertised.

Z. Nelson noted security issues around the library premises and suggested that we install a camera security system which would be connected to the internet. This would also insure security protection during the construction period. The cost should be approximately \$1,500 to \$2,000. Board recommended she proceed with the purchase.

It appears that the Kiwanis Grant won't be awarded until sometime in November
- VII. **Financial Report:**
a. Treasurer's Report: It was noted by Z. Nelson that our auditor's recommended separate budgets be prepared one for the library and a second one for the construction of the addition.
b. Motion made by J. Wafle to accept the Northfield Township Area Financial Report as of March 31, 2015 supported by J. Hinkley. Vocal call all ayes.
c. Approval of Bills:
- VIII. **Committee Reports**
a. **Building Committee Report** Z. Nelson presented the redesign of the circulation desk. Also she presented two examples of carpeting for the main library. The Board selected the tan carpet. She also noted that we have not yet received the updated drawings with all the changes proposed. She will follow up by Wednesday.
- IX. **Unfinished Business:** None

X. New Business:

- a. Investment policy revision documentation passed out. It was recommended that the Policy Committee develop a policy based in information gleamed from examples provided.
- b. The Board discussed plaques be placed on all items Kiwanis donates to the library. Such language on these plates should read "In appreciation of funds generously donated by "Kiwanis Legal Name" with an additional plate placed on the donor wall.
- c. Sick Time Policy Number 2004.4 This policy has been previously discussed at last Board meeting and developed by the Personal Policy Committee.
S. Purrington made a motion to accept Northfield Township Area Library Policy Bulletin No 200.4 Sick Leave and motion was supported by K. Neigebauer. A Roll Call was made as follows:
M. Neblock Aye
J. Hinkley Aye
K. Neigebauer Aye
S. Purrington Aye
J. Wafle Aye
M. Minnich absent
Motion carried.
- d. Vacation Policy 200.5:
Previously discussed a last meeting and developed by Personal Committee.
A motion was made by S. Purrington that the Northfield Township Area Library Policy Bulletin Number 200.5 Paid Vacation Leave be accepted and motion supported by J. Hinkley. A Roll Call was performed as follows:
M. Neblock Aye
J. Hinkley Aye
K. Neigebauer Aye
S. Purrington Aye
J. Wafle Aye
M. Minnich absent
Motion carried.
- e. Personal Time off Policy 200.5.2
As previously discussed at last meeting and developed by Personal Committee:
A motion was made by S. Purrington to accept Northfield Township Area Library Policy Bulletin NO 200.5.2 Paid Time Off supported by J. Wafle. A Roll Call was performed as follows:
M. Neblock Aye
J. Hinkley Aye
K. Neigebauer Aye
S. Purrington Aye
J. Wafle Aye
M. Minnich absent
Motion carried.
- f. Motion required to pay \$8,969.00, Administration Fee and \$3,214.00 Debt Service to the Northfield Township.

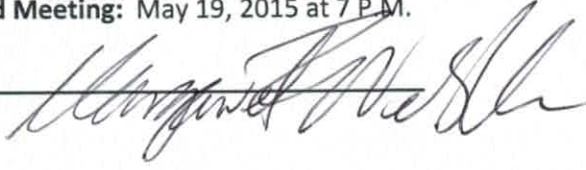
XII.

XIII. **Adjournment:** M. Neblock adjourned the meeting at 8:05 P.M.

XIV.

XV. **Next Scheduled Meeting:** May 19, 2015 at 7 P.M.

Submitted by
Judith Wafle
Secretary



acting secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined