

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, August 18, 2015**

Call to Order and Roll Call:

Meeting was called to order by President M. Neblock at 7:01P.M.

- I. **Present:** Meg Minnich, Margaret Neblock, Jack Hinkley, Karen Neigebauer, Judy Waffle, Zaley Nelson (ex officio). A quorum present

Absent: Sandy Purrington

Guest: Jack and Cindy Secrist

- II. **Additions to the Agenda:** None

- III. **Correspondence:** County Code Enforcement Letter

- IV. **Minutes: July 28, 2015**

M. Minnich moved to accept the July 28, 2015 minutes as presented. Motion supported by J. Hinkley. Vocal vote and motion passed

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

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

Z. Nelson noted that Melissa McLaughlin gave her notice. Conflict with School issues. Her replacement position has been posted. Right now the hours will be limited until after construction of the addition.

Z. Nelson also noted working with Kiwanis groups on organizing the Fall Fun Fest which runs October 3rd. Kiwanis will also hold an Artisan Market.

She indicated that we are ready for the ground breaking August 29th which will also correspond with a book sale as well.

- VII. **Financial Report:**

K. Neigebauer moved to accept and file the financial report dated July 31, 2015. supported by J. Hinkley. All approved. The motion was carried.

- a. **Treasurer's Report:**
 - b. **Approval of Bills:**
- VIII. Committee Reports**

a. **Building Project Committee:**

According to a letter from the County Code Enforcement Department, we are required to create a more solid wall space between the new addition and established building. This will require a change order by the Architect Firm. It is the Board's opinion that we should not be charged for this change order since the Architect firm should have been aware of any code requirements. The material resulting from this change should not increase the cost based on what will be eliminated versus what is added.

IX. Unfinished Business:

a. **Personnel** : Posting of a new position.

b. **Building finance**

A letter was received from G. Ferrera of Frank Rewold and Sons indicating remaining issues to be addressed concerning the building extension. The current project cost is still estimated to come in at the original cost of \$1,053,133 with the actual construction costs estimated to be \$854,965 as projected.

c. **Ground breaking:**

The ground breaking ceremony is scheduled for August 29 at 11:00 AM Zaley requested all board members attend if possible. She has the placket for life time library card to be presented to Donna Rutledge. We are hoping for a representative from the Township Board as well as Gretchen Diriskell, State Representative will be present.

There was some discussion about the donor wall as to what dollar amount should be set.

d. **By-laws**

J Wafle requested the Board Members to consider changing the By-Laws to reflect that members could only be elected for a two year term with a break before running again. Discussion followed with suggestions to make it 3 terms. Also indicated concern that the Board may not get people to run at all. Z. Nelson indicated that the Board could appoint a member to fill in the missing board members. It was suggested that Ann Seurnyck of Foster Swift Collins & Smith, our attorney presenting the board, to develop the necessary legal language for the By-Laws. Z. Nelson will get back to us. This discussion needs to be on the agenda at least for two months before voting. Estimated vote to be scheduled for the October meeting.

e.

X. New Business:

a. **Building Contracts**

J. Wafle made the motion to award the Contract Bids as presented by ReWald including the bid by Sharon for the HVAC supported by M. Minnich. A Roll Call Vote is required and presented as follows.

A roll call was made

M. Minnich Aye

J. Hinkley Aye

K. Neigebauer Aye

S. Purrington Absent

J Wafle Aye

M. Neblock Aye

Motion passed.

b.

XI. **Comments from the Board:**

None

XII. **Adjournment:** President Neblock adjourned the meeting at 8:11 P.M.

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

Submitted by 
Judith Wafle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined