

Northfield Township Area Library  
Regular Board Meeting Minutes-~~XXXXXX~~  
2/16/2021

- Call to Order and Roll Call: Meeting called to order at 7:03 by R. Spooner  
Present: J. Secrist, G. Hermann, S. Purrington, L. Strausbaugh, C. Watkins, Z. Nelson (Ex Officio), M. Goldwyn (Ex Officio)
- Additions to the agenda: (Nothing was added at this point in the meeting but there were some additions toward the end of the meeting.)
- Correspondence: none
- Approval of Minutes:  
*A motion to approve the minutes from the January 19, 2021 meeting was made by J. Secrist, seconded by S. Purrington, and was unanimously approved.*
- Comments from the Public: None
- Library Director's Report:  
A future Building Committee meeting was suggested by Z. Nelson to discuss the digital sign and work on the basement. She suggested having contractors come out for the basement project, maybe on a Saturday. She is concerned about the Library occupancy limit of 11.8 people. She will send out an email to schedule.  
*A motion to schedule a Building Committee meeting was made by R. Spooner and seconded by G. Hermann and was unanimously approved.*

There was discussion regarding the privacy concerns of SAS. The board agreed with Z. Nelson's decision not to commit to joining SAS at this time.

- Financial Report:  
J. Secrist presented the Financial Report from January 31, 2021. He will send a note to Treasurer Zelenock to find out if we can get a higher return on investment than we are currently getting.  
There was some discussion on contributions from private sources and where that money goes. J. Secrist suggested setting up a small number of projects that people can choose to support. Z. Nelson gave some examples of projects. J. Secrist will work with Z. Nelson on suggestions.  
S. Purrington suggested meeting with J. Secrist and Z. Nelson to talk about the Financial Report. Z. Nelson scheduled a meeting for Wed 24th at 10:00 at the Library.  
*A motion to accept the financial report was made by S. Purrington and seconded by R. Spooner was unanimously supported. (C. Watkins may have been unintentionally muted.)*

- Unfinished Business:
  - Shared Automation System: This was discussed previously in the director's report. NTAL will slowly move forward at this time but with attention on privacy concerns.
- New business:
  - Revised Organizational Chart
  - Building Caretaker Position
  - Z. Nelson talked about the building cleaning service. A proposal to hire someone for 6 hours/week at \$13/hour to take out trash and clean the twice a week.
  - J. Secrist asked about costs. The cleaning company costs \$90. Hiring someone would be \$78 per week plus increasing office manager compensation.
  - The new hire will be a posted position. Z. Nelson is indicated that a previous employee of the Library is interested. They will report to the Office Manager.

*A motion to approve the position was made by J. Secrist and seconded by S. Purrington was unanimously supported.*
- Extended library hours on Fridays and Saturdays
  - Z. Nelson suggested changing the library earlier on Friday and Saturday than the 11 am currently. New hours will be 10-6 pm Friday, 10-3 pm Saturday.

*A motion to approve the new hours was made by G. Hermann and seconded by S. Purrington was unanimously supported. (Linda may have left, dropped out momentarily).*
- 2021 meeting dates were presented.
- Comments from the Board:
  - There was discussion regarding the township manager (Steve Aynes) resigning.
  - Z. Nelson presented 2 bids for tree trimming Daisy Tree and Arbor Master.
  - There was a discussion if we need more quotes on landscaping. Z. Nelson will have Lotus get a quote and schedule a building committee meeting.
  - Z. Nelson presented the annual report with a discussion on the number of in-person visits and public computer sessions and other data in the report. Some discussion and suggestions regarding archiving items from the library.
  - G. Hermann mentioned that the NASA Mars rover, Perseverance will land on Thursday. Z. Nelson mentioned that there was an invite made on Facebook.
  - S. Purrington mentioned that John Mauer (sp?) has been recognized by NASA for his contributions in space research. She will get contact information.
- Comments from the public: None
- Adjournment: 8:06pm
 

*A motion to adjourn was made by S. Purrington and seconded by G. Hermann was unanimously supported.*
- Next Meeting: 3/16/2021

