

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, February 21, 2017**

- I. **Call to Order and Roll Call:**
- a. Meeting was called to order at 7:01pm by M. Neblock.
 - b. Present: C. Watkins, J. Erickson, J. Secrist, R. Spooner, J. Hinkley, M. Neblock, Z. Nelson, (ex officio)
- II. **Additions to the Agenda:** IX. d. Phil Rutledge Donation
- III. **Correspondence:** R. Yeager (NT Controller), resignation letter received and filed with the Board.
- IV. **Minutes: January 17, 2017**
- a. J. Secrist made a motion to approve minutes from January as presented; J. Erickson seconded. Motion approved with unanimous vocal aye vote.
- V. **Comments from the Public:** none
- VI. **Library Director's Report:**
- a. A written report was presented by Director Nelson and read by the Board.
 - b. Outreach: NTAL will collaborate with WLPS elementary school by piloting a mobile reading collection for a few classrooms. Director Nelson working with UM School of Social work for possible MSW internship at Library.
 - c. Meet and Greet for Library Staff rescheduled for March 31 at 10 am.
- VII. **Financial Report:**
- a. C. Watkins made a motion to accept the financial report dated January 31, 2017, J. Hinkley seconded. Motion carried with a unanimous vocal aye vote.
- VIII. **Unfinished Business:**
- a. Gazebo: General discussion of the site and the shed renovation by Board members. Director Nelson had 2 companies out to review and bid on the job and will gather bids for the work.
- IX. **New Business**
- a. Committee Assignments:
 - i. Personnel: C. Watkins, M. Neblock, J. Erickson
 - ii. Policy: J. Hinkley, M. Neblock, J. Secrist. Alternate: R. Spooner
 - iii. Building and Grounds: R. Spooner, J. Secrist, J. Hinkley
 - iv. Planning (Long-Range and Strategic): J. Erickson, R. Spooner, J. Secrist
 - v. Communications and Outreach: C. Watkins, R. Spooner, M. NeblockAlternate (General): J. Erickson
Committee Meetings will be on 2nd Thursday of Month at 10 am.
 - b. By-law Review: Policy Committee Meeting to review By-Laws March 16, 2017 at 10 am. Recommendations will be submitted after the review to NTAL Board.
 - c. Millage Rate/ Headlee Rollback: R. Spooner and Director Nelson plan to attend "Understanding Headlee Webinar" on February, 22, 2017.
 - d. Phil Rutledge Donation: Phil Rutledge's generous pledge and donation of \$5000 to NTAL to honor Donna Rutledge discussed. Director Nelson will follow-up with Phil Rutledge on Board recommendations for plaque wording and placement.

X. **Comments from the Board:** none

XI. **Adjournment:** 8:17 pm

XII. **Future Meeting:** March 21, 2017

Phil Erickson