

**NORTHFIELD TOWNSHIP AREA LIBRARY  
REGULAR BOARD MEETING  
MINUTES  
Tuesday, February 16, 2016**

**I. Call to Order and Roll Call:** Margaret Neblock, President, called the meeting to order at 7:01 P.M., at the Northfield Township Area Library.

**II. Present:** Margaret Neblock, *Jack Hinkley*, *Karen Neigebauer*, *Judy Wafle*, Meg Minnich, Sandy Purrington, *Zaley Nelson (ex officio)*.

Absent: None

**III. Additions to the Agenda:** None

**IV. Correspondence:** None

**V. Minutes:** January 8, 2016 and February 9, 2016

A motion was made by S. Purrington to accept January 8, 2016 minutes supported by M. Minnich

A Vocal vote was called, all ayes, no objections, motion passed.

A , motion was made by S. Purrington to accept February 9, 2016 minutes supported by K. Neigebauer

A Vocal vote was called, all ayes, no objections, motion passed.

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

**VII. Library Director's Report:** Z. Nelson, Director, presented the Director's Report. She noted that BookPages have been ordered, subscription one year (50 Issues).

The American Express Credit Card through Costco has been replaced by Visa Citigroup per new arrangements by Costco. Marion and Zaley registered for Library of MIs Small and Rural Conference set for May 4-6<sup>th</sup> and Jill Will attend Library of MIs Beginning Workshop (Mary 18-20).

The Payroll issues (separate entity from the Township) has been resolved.

The Policy Committee will need to meet to review necessary policy revisions and/or additions before new Board Township elections held in November.

Insurance requirements for Building project trough Brown and Brown remain in place for remaining year but will need to be reviewed for new year.

Building. Construction is coming along despite problems that have come up. Still have a problem with lighting in the Community Room but hope for a resolution soon. Furniture purchase still in progress, 8 computers ordered, 4 Samsung tablets ordered from Costcos. Zaley working with Kiwanis in hopes they bill purchase tablets for us or reimbursement.

The new Trustee Manual is in progress requesting any information from the Board that should be included.

**VIII. Financial Report**

**A motion was made by K. Neigebauer supported by M. Minnich to accept the NTAL Financial Report as of December 31, 2015 as presented. A vocal vote called, all ayes, no objections, motion passed.**

**A motion was made by J. Waffle supported by K. Neigebauer to accept the NTAL Financial Report as of January 31, 2016 as presented. A vocal vote called, all ayes, no objections, motion passed.**

**a. Treasurer's Report:**

**b. Approval of Bills:**

**Eleven construction related invoices were presented for payment as follows:**

**S. Purrington made the motion to pay Frank Rewold & Son \$19,020.00 (General Conditions) supported by J. Hinkley. Vocal Vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Frank Rewold & Son \$6,373.00 (Fee) supported by J. Hinkley. Vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Retail Specialties \$9,585.00 (Handrails) supported by J. Hinkley. Vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Constructions Solutions \$7,297.00 (Rough Carpentry) supported by J. Hinkley. Vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Allen Brothers \$30,600.00 (Metal Roofing) supported by J. Hinkley. Vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Arch Bldg Products \$5,220.00 supported by J. Hinkley. A vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Tanner Supply \$16,473.04 (Wood Doors & Hardware) supported by J. Hinkley. A vocal vote called; no objections, motion passed.**

**S. Purrington made the motion to pay Huron Acoustical \$18,396.00 (Drywall & Lt Gauge) supported by J. Hinkley. A vocal vote called; no objections; motion passed.**

**S. Purrington made the motion to pay Putnam & Sons \$3,978.99 (Plumbing) supported by J. Hinkley. A vocal vote called; no objections, motion passed.**

**S. Purrington made the motion to pay Sharon's Heating & A/C \$10,350.00 supported by J. Hinkley. A vocal Vote called; no objections, motion passed.**

**S. Purrington made the motion to pay Summit Electrical \$11,160.00 (Electrical) supported by J. Hinkley. A vocal vote called; no objections; motion passed.**

**A motion was made by J. Waffle to pay Fanning Howey \$1,987.93 (revised fee based on March 6, 2015 construction cost estimate). A vocal vote called; no objections; motion passed.**

**IX. Committee Reports**

**a. Building Project Committee:**

**X. Unfinished Business:**

**a. 2016 Officer Election**

**b. The following people were put up for office :**

**President Margaret Neblock, Vice President, Jack Hinkley, Secretary Sandy Purrington, Treasurer Karen Neigebauer.**

**The selection of Board members were voted on in total and a roll call was made as follows:**

**Jack Hinkley Aye**

**Karen Neigebauer Aye**

**Sandy Purrington Aye**

**Judy Wafle Aye**

**Meg Minnich Aye**

**Margaret Neblock Aye**

**Motion passed**

**c.**

**XI. New Business:**

**a. Audit Report- John Pfeffer presented his Audit report noting that The Board will need to be careful when any health benefits to be offered to the Staff in the future. This will be necessary due to governmental requirements and laws affecting any health care options. He also commented on separating the library payroll from the Township as required by law. Z. Nelson indicated this had been done.**

**b. 2016 Meeting Dates: the following dates were presented for meeting .  
The Board meetings set for year 2016 will be the 3<sup>rd</sup> Tuesday of each month with any Special Board meetings called for when required.**

**M. Minnich made the motion to accept the 2016 Calendar supported by S. Purrington. A vocal vote called; no objections; motion passed.**

**c. \$150,000 Transfer from 271 to 405.**

**Funds were held back to cover any unforeseen issues. None required so request transfer of funds.**

**S. Purrington made the motion to transfer \$150,000 from 271 to 405 supported by K. Neigebauer. Roll Call required and completed as follows:**

**J. Hinkley Aye**

**K. Neigebauer Aye**

**S. Purrington Aye**

**J Wafle Aye**

**Meg Minnich Aye**

**N. Neblock Aye**

**Comments from the Board: None**

**XII. Adjournment: M. Minnich made the motion to adjourn the meeting at 8:11 P.M.**

**XIII. Future Meeting: March 15, 2016**

XIV.

XV. Submitted by \_\_\_\_\_  
Judith Wafle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined