

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
DATE Tuesday, January 20, 2015**

- I. **Call to Order and Roll Call:** The meeting was called to order by President M. Neblock at 7:05 P.M.
- II. **Present:** M. Neblock, J. Hinkley, M. Minnich, S. Purrington, J. Wafle, Z. Nelson, (ex officio).

K. Neigebauer arrived 7:23 P.M.

Absent: None

Guests: John Pfeffer, auditor for Pfeffer, Hanniford & Palka, Certified Public Accountants

II. Additions to the Agenda NONE

III. Minutes:

- A. M. Minnich moved to approve the minutes of December 9, 2014 as presents. Purrington supported. All approved. The motion was carried.

IV. Comments from the Public:

V. Library Director's Report: Z. Nelson presented written and oral report which covered the Building Update – We are not on the agenda for January Planning Commission which K. Bond (Boss Engineering) will research. Also, it will be necessary to include a fire door between the new addition and the existing building.

Staffing for upcoming year may change due to possible departure of staff members. Z. Nelson has posted a youth services, library assistant with the anticipation of hiring in March/April.

State Aid report has been submitted with acknowledgement of help from Mary and Marian.

Budget for 2015-16 has been started and requested a finance committee meeting to complete the budget.

Z. Nelson proposed that we investigate joining the TL N shared automated system, SirsiDynix which would expand our patronage. This would however add an expense due to the updating of the barcodes.

Z. Nelson requested permission to have holiday staff party which was postponed from December.

VI. Financial Report:
A. Treasurer's Report: None

B. Financial Report:

The discussion about the Township Accounting fees was discussed, and it was generally decided that we keep an eye on the fee structure. Z. Nelson will keep a spreadsheet of number of checks and time to process to create a report to present to the township at the next negotiation. Included in this negotiation will be the requirement of getting our financial reports from the Township on time.

S. Purrington moved that we accept the Northfield Township Area Library Financial Report as of December 31, 2014 as presented. This motion was seconded by K. Neigebauer. Vocal call was unanimous. Motion passed

VII: Committee Reports:

Building Project Committee:

The delay in the Planning Commission meeting is due to zoning questions (which has been previously resolved numerous times with the Township Board) and the fire door issue.

Building and Grounds Committee: None

Finance Committee: Need to set meeting for next week.

Personnel Committee: None

Policy Committee: None

VII: Unfinished Business:

A. Director's Review: Z. Nelson's evaluation was discussed with an overall point of 4.3 out of 5. It was stated by all that Zaley had indeed gone beyond expectations with the difficulties presented by the expansion and playing the intermediary between the Architectural firm and the Library.

Z. Nelson respectfully requested instead of a pay increase that she would like a new chair. She will present the necessary information for this chair to M. Neblock. It was agreed to purchase this chair in lieu of an increase.

B. TIFF Tax – DDA: The Township Board has decided there will be no change in the present arrangement. However, Z. Nelson will attend

the Township Workshop Tuesday to ensure this decision has not changed.

- C. Architect Contract:** A special meeting is called for Tuesday, January 27, 2015 at 7 P.M. for the Board members to review and suggest possible changes or corrections to the contract presented by our attorney

VIII. New Business

A. Audit Report:

John Pfeffer stated his appreciation for being part of the Northfield Township Library from the beginning, and that the Northfield Township Area Library was given the highest level rating. John indicated that our Library has proven to stay in budget and add to the Library's fund balance.

J. Pfeffer suggest the Northfield Township Library Board include percentage of custodial credit risk in the Library's investment policy. Since our investments are already 100% covered, the Board decided to add a line to the established policy that would it a requirement for all investments to be 100% guaranteed.

S. Purrington made a motion to accept the Report on Audit of the Financial Statements for the Year Ending June 30, 2014 as presented by Pfeffer, Hanniford, Palka, Certified Public Accountants from Brighton, Michigan. J. Hinkley seconded the motion. A Roll Call Vote was made and presented in the following order:

M. Neblock, Aye, J. Hinkley, Aye, K. Neigebauer, Aye, M. Minnich, Aye, S. Purrington, Aye, J. Wafle, Aye. Motion carried.

- B. Approval of 2015 Calendar:** A Motion was made by M. Minnich to accept the 2015 Calendar and supported by J. Hinkley. A vocal call was made; motion carried.


- C. Officer elections:** M. Neblock recommended to the board that the current slate of officers be reinstated. The Board members agreed. A vocal roll call was made and carried unanimously. Motion Carried.

X. Comments from the Board: J. Wafle opened up a discussion on the issue of the carpeting. Z. Nelson explained that the cost of the carpet suggested by the interior designer from the architectural firm was out of line with our budget requirements. Since the Building completion date has been pushed to later date, it was determined to wait until April to address the carpet issue.

XI. Adjournment:

M.Neblock moved to adjourn the meeting at 8:51 P.M. All approved. The motion was carried.

XII. Future Meetings: February 17, 2015

Submitted by 
Judith Waffle, Secretary

Correction to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~;
Wording added is underlined.