

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
Minutes
Tuesday, July 1, 2014**

President Margaret Neblock called this meeting to order at 7:03 P.M.

I. Call to Order and Roll Call:

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

II. Additions to the Agenda:

Z. Nelson will set meeting future meeting dates and email them to the board members.

III. Correspondence:

No Correspondence to be read

IV. Minutes:

S. Purrington moved to accept the June 3, 2014 minutes as corrected K. Neigebauer second.
Motion carried

V. Comments from the Public: None

VI. Library Director's Report:

Zaley presented director's report.

Wellness program: number of issues brought forward regarding how the incentive plan would be presented to the staff regarding payment requirements for tax purposes (1099 required), providing food, seminars, or \$500 bonus lump sum.

The Personal Property Tax will be going away. Proposal 1 will be on the August 5th ballot which will allow the Use Tax to be given directly to the County governments for disbursement.

Z. Nelson was asked to be on the Library Network's Steering Committee which is a wonderful recognition of our Library Director and as such a great reflection on our Library.

It was suggested that Christopher be allowed to attend a grant writing workshop in September which was unanimously supported by the board.

A request for the Library to be closed Friday August 8 for a staff in-service for the purpose of implementation of the Envisionware and training.

A writer from the Whitmore Lake Gazette will be interviewing Z. Nelson for an article on the Library's 25th anniversary. Zaley requested Meg Minnich to be present for the historical aspects.

A review of the summer programming was presented and remarked about the increase in public attendance noted.

VII. Financial Report:

Z. Nelson noted that transfers will be made in July for beginning of fiscal year to end the year with a clean report.

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

A motion made by K. Neigebauer to accept the financial report of the June 13 as presented be approved and M. Minnich second vocal approval motion passed.

VIII. Committee Reports

a. **Building Project Committee:**

Building minutes from architect presented drawings included plans were explained on the new addition .

- i. **Building Update**
- ii. **Neighbor Meeting**

A meeting for August 6 is set for the neighbor meeting at 7 pm. Z. Nelson will do the invitations and hand to each of the effected neighbors In lieu of regular meeting there will be no board meeting in august unless an important issue arises in which case we will be 30-40 minutes before the neighbor meeting.

iii. **Public Meeting**

The public meeting is set for August 19 at 7 pm to be publicized in news paper Whitmore Lake Gazette .

- b. **Building and Grounds Committee: none**
- c. **Finance Committee: none**
- d. **Personnel Committee: none**
- e. **Policy Committee: none**
- f. **Planning Committee: none**

'X. Unfinished Business:

- a. Anniversary Party is set for September 20th which will be in the format of an open house from 10 AM to 2 PM. The architect will be present to discuss the building plans and it is suggested

that the area be staked out to show where the new addition will be. There will be food and staff will wear T shirts designed for 25 anniversaries.

M. Medlock suggested that a T shirt design contest be held which met with approval.

b. Wellness Plan

It was suggested that the Bonus not be payable for new hires during probation period but paid first pay period after new fiscal year. Also suggested that it be called a wellness incentive. All employees will receive this wellness incentive and will be required to present written report on how monies spent. All employees will receive a wellness incentive of \$500 First pay period of fiscal year .

Motion made by S. Purrington that all employees be given a \$500 Wellness Incentive at the first pay period of the fiscal year with the exception of employees during the probation period...seconded by M. Minnich. All in favor Aye none opposed.

X. New Business:

a. Green Oak Township Agreement

Green Oak agreement depends on if the Whitmore Lake School District is absorbed with Ann Arbor would mean possibly the Green Oak funding could dissipate. Since our Law Firm also represents Brighton and Green Oak, a new lawyer will be required before we can get a legal opinion. We, however, need to be aware of possible loss of funds.

b. Township Annual Fee Transfer

Motion made by S. Purrington and second by M. Minnich to pay the Township, their annual fee of \$4,000 for fiscal year 2013-2014 as presented.

Vocal call in all in favor. None opposed. Motion passed.

c. Debt Service Principle Transfer

Motion to pay the Township \$3,214 for the debt service on the land contract for the fiscal year 2013-2014 was made by S. Purrington and second by M. Minnich. Vocal vote made and passed unanimously.

d. Budget Amendments

A motion was moved by M. Minnich and second by S. Purrington to approve the presented budget amendment for fiscal year 2013-2014 as presented. A vocal vote was call. All in favor; none opposed. Motion passed.

e. FSA & HRA Transfer to new Account

A motion was made by S. Purrington and second by M. Minnich to transfer the budgeted amount of \$3,750 for the Flexible Spending Account from the Library general Fund to the new FSA/HRA PNC Bank Account. A vocal vote was called and motion carried

A motion was made to transfer the budgeted amount of \$2,500 for the Health Care Reimbursement Account from eh Library General Fund into the new FSA/HRA PNC Bank Account by M. Minnich and supported by S. Purrington . A vocal vote was taken and motion carried

f. Full-time Employee Benefit Policy

A motion was made to adopt the Northfield Township Area library Policy Bulletin revised policy no 200.16 was made by S. Purrington and seconded by M. Minnich.

A roll call was ordered:

Roll call: M. Neblock, Aye; J. Hinkley, Aye; M. Minnich, Aye; K. Neigebauer, Aye, S. Purrington, Aye; Judy Wafle, Aye. Motion carried

g. Director Review

The review of Z. Nelson as director need to be accomplished. M. Neblock will email forms for goals to be review to be sent to all Board Members. Review to be set for the September meeting and all forms need to be returned to M. Neblock within a week of receipt of form.

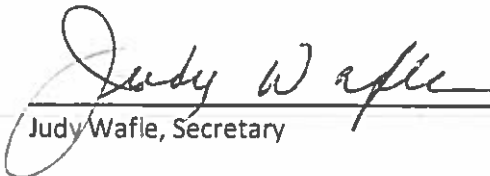
XI. Comments from the Board:

Meeting dates to be established for new fiscal year to be September 2, October 7, November 11 and December 9 , 2014 with the calendar dates for 2015 to be determined by Z. Nelson and forwarded to board members.

XII. Adjournment: Future Meeting: August 6, 2014 if required.

Meeting called to adjourn by President M. Neblock at 9:19 moved to adjourn M. Minnich and second by J. Hinkley.

Submitted by Judy Wafle



Judy Wafle, Secretary

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~.

Wording Added is underlined.

XIII.