

**NORTHFIELD TOWNSHIP AREA LIBRARY  
REGULAR BOARD MEETING  
MINUTES  
Tuesday, July 28, 2015**

**I. Call to Order and Roll Call:** The meeting was called to order by Margaret Neblock, president at 6:59 p.m.

**Present:** Meg Minnich, Jack Hinkley, Judy Wafle, Margaret Neblock and Zaley Nelson (ex officio).

**Absent:** Sandy Purrington, , Karen Neigebauer

**Guests:**

Jack and Cindy Secrist

Michelle Heuff

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

**III. Correspondence:** None

**IV. Minutes: June 16 & 23, 2015**

June 16

A motion to pass June 16<sup>th</sup> minutes as corrected J. Hinkley supported by M. Minnich

June 23

A motion to pass June 23<sup>rd</sup> minutes as corrected by J.Hinkley and supported by M. Minnich

**V. Comments from the Public:**

**VI. Staff Introduction:** Z. Nelson introduced Joey Mastro, a new staff member who is originally from the Whitmore Lake area. One of his projects will be the setting up the social media.

**VII. Library Director's Report:**

Z. Nelson presented her written Director's Report.

This covered the Free Concert Series, The personnel issue with Chirstopher Bray which has been resolved, the request that the library close at 5 pm on the Wednesday before Thanksgiving. She also discussed a problem with some homeless camping out on Library property. This issue has been brought to the attention of the police department. Also noted that we will not be accepting any book donations due to the pending construction.

She also indicated that Jim Kiefer, the bond counsel we have been dealing with about borrowing capital funds, stated it would be more financially feasible to use the Library assets instead.

She also indicated she requested by letter that the Township waive the \$750 conditional use permit fee and \$750 site plan review fee. We are waiting to hear back .

**VIII. Financial Report:**

**Financial Report** M. Minnich moved to accept and file the financial report dated June 30, 2015.

J. Hinkley supported. All approved. The motion was carried.

**a. Treasurer's Report:**

**b. Approval of Bills:**

**IX. Committee Reports**

**a. Building Project Committee:**

It was noted that the bid process has been completed and opened. We are now in the process of interviewing the prospective contractors. When all contracts have been selected the contracts will be brought to the board for approval. Target date for approval at our August meeting.

**X. Unfinished Business:**

**a. Personnel**

- b. Building finance:** A motion to liquidate investments and move the funds from Stanley Morgan to the PNC Bank into the Capital Funds to finance the construction of the new addition.

A Roll Call Vote was preformed as follows:

M . Minnich Aye

J. Hinkley Aye

J. Wafle, Aye

M. Neblock, Aye

Absent : K. Neigebauer and S. Purrington

A quorum present motion passed

- c. Ground breaking:** Target date for Ground Breaking ceremony is August 29<sup>th</sup> at 11 AM, Saturday. M. Neblock will be giving a speech. Donna Rutledge will be given a life time library card. We hope to a possible Township Representative as well as John David present.

**XI. New Business:**

**a. PNC Bank**

Z. Nelson noted that the PNC Bank in Whitmore Lake will be closing and it will be necessary to find another safety deposit box.

**b. Updated Organizational Chart**

Z. Nelson presented the Board with an updated Organizational Chart.

**c. Assistant Director Job Description**

Z. Nelson presented the new Assistant Director's Job Description:

A motion to accept this new job description was made by M. Minnich and supported by J. Hinkley. A vocal vote was called and passed

**XII. Comments from the Public:**

Jack and Cindy Secrist mentioned they found the meeting interesting. Cindy asked about Volunteer Work. We also brought up the subject of "Friends of the Library Group "

**XIII. Adjournment:**

**XIV. Future Meeting: August 18, 2015**

Submitted by   
Judith Wafle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined