

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
Minutes
Tuesday, June 20, 2017**

- I. **Call to Order and Roll Call:**
Meeting called to order at 7:02 by Board President, M. Neblock
Present: M. Neblock, J. Hinkley, J. Secrist, R. Spooner, C. Watkins, J. Erickson, Z. Nelson (Ex Officio)
- II. **Additions to the Agenda:** None
- III. **Correspondence:** None
- IV. **Minutes: May 16, 2017.** Motion to approve corrected version of minutes made by J. Secrist, seconded by J. Hinkley. Motion approved with unanimous vocal aye vote.
- V. **Comments from the Public:** none
- VI. **Library Director's Report:**
- a. Contract with Todd's Landscaping Services discussed.
 - b. Summer Reading Club has started
 - c. Notary Services soon to be available and details will be announced to community soon.
- VII. **Financial Report:**
- a. **Treasurer's Report/Approval of Bills:** Motion to approve made by J. Secrist, seconded by R. Spooner. Motion approved with unanimous vocal aye vote.
- VIII. **Committee Reports:**
- a. **Building/Grounds Committee Report:** Concrete slab installed; assembly of shed scheduled for next week; Pavilion plans on hold until shed is installed for better idea of area; new picnic tables assembled and in use.
 - b. **Personnel Committee Report:** Recommendation for Director Nelson's salary package presented by M. Neblock. Motion to approve by C. Watkins, second by J. Erickson. Motion approved with unanimous vocal aye vote.
- IX. **New Business:**
- a. **Budget Hearing:**
 1. Motion to close the public board meeting made by C. Watkins; seconded by J. Hinkley.
 2. Approved with unanimous vocal aye vote.
 3. Motion to open the Budget Hearing made by R. Spooner; seconded by C. Watkins.
 1. Approved with unanimous vocal aye vote.
 4. Call to the Public: none
 5. Motion to close the Budget Hearing made by J. Secrist; seconded by J. Hinkley.
 1. Approved with unanimous aye vote.
 6. Motion to reopen the Regular Board Meeting made by J. Hinkley; seconded by C. Watkins.
 1. Approved with unanimous vocal aye vote.
 - b. **Resolution to Approve the Proposed FY2017-2018 Millage Rates:**
 1. Millage rates: Free Public Library at .4202 and Library Operations at .8359
 2. Motion to accept Resolution 17-01, the proposed FY2017-2018 millage rates as presented made by J. Hinkley; seconded by C. Watkins.
 1. Roll Call Vote
 - a. J. Hinkley: yes
 - b. J. Erickson: yes
 - c. R. Spooner: yes
 - d. J. Secrist: yes
 - e. C. Watkins: yes
 - f. M. Neblock: yes

c. Resolution to Approve the FY2017-2018 Budget

1. Allocated millage of 1.2561 mills for the Library Fund
2. Motion to accept the FY2017-2018 Budget, Resolution 17-02 made by J. Hinkley; seconded by C. Watkins.

1. Roll Call Vote

- a. J. Hinkley: yes
- b. J. Erickson: yes
- c. R. Spooner: yes
- d. J. Secrist: yes
- e. C. Watkins: yes
- f. M. Neblock: yes

d. Annual Incentive: All employees will be given \$500 Annual Incentive at the first pay period of the fiscal year. An employee in probationary period to receive pro-rated amount.

e. Headlee Rollback: Discussion led by R. Spooner. This will be tabled and revisited in the coming year.

f. Investments: Discussion led by J. Secrist. J. Secrist will present investment options to the Board at a future meeting.

g. WIFI Hotspots: Library has purchased 10 devices. These will be available to patrons for checkout per policy to be sent to Board members. Board members offered to test devices to be available July 18.

X. Comments from the Board: none

XI. Adjournment: M. Neblock called the meeting to adjourn 8:22 pm

XII. Future Meeting: July 18, 2017

A handwritten signature in cursive script, appearing to read "J. Erickson", is written in black ink. The signature is fluid and somewhat stylized, with a long horizontal stroke at the end.