

**NORTHFIELD TOWNSHIOP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES**

Tuesday, June 3, 2014

President Margaret Neblock called this meeting or order at 7:00 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).

Guest: Howard Fink, Township Manager
- II. **Additions to the Agenda:** None
- III. **Correspondence:** None
- IV. **Minutes:** May 6, 2014. Motion to approve the May 6, 2014 minutes by M. Minnich; Second by J. Hinkley. Motion carried.
- V. **Comments from the Public:** Howard Fink, Township Manager indicated he was here to observe and be available for questions.
- VI. **Library Director's Report:** Z. Nelson gave an oral and written Director's Report.

Met with Jack Schmitz, insurance agent from Burnham Flowers, to complete necessary forms for the new insurance policies. Board needs a resolution and then the Township Treasurer should open two new bank accounts with PNC for us.

Mindi Johnson, Lawyer from Foster Swift, is reviewing legal requirements for benefit package and will get back to Z. Nelson.

Z. Nelson selected Square to establish credit card capabilities along with mobile access. Requires Bank Account and Township Treasurer's action.

Noted the new Website is up and operational.

Attended Bellville Library's Building Maintenance Workshop and will look into their format for our workshop meeting.

Marion Beard gave description of two quotes for the new firewall to replace our failing system. The Summer Reading Club and Concert Series schedules were presented.

Alan Smith is requesting a joint venture on August 2 for a day of music and fun. The library will have a booth to sell books, book bags, and T-Shirts. Whitmore Lake Chamber of Commerce and Northfield Chamber of Commerce consider this a fundraiser for our library and food pantry.

- VII. **Finance Report:**
 - a. K. Neigebauer gave the Treasurer's Report.

- b. Approval of the Bills: K. Neigebauer moved to accept and file for audit the financial report dated May 31, 2014. J. Hinkley supported. All approved. The motion was carried.

VIII. Committee Reports:

Building Project Committee and Building and Grounds Committee to merge for construction of the library expansion.

Committee will meet on a weekly basis during construction of expansion. Date set for every Wednesday.

Policy Committee: To meet after the Personnel Committee has finished with its additions and review. Date to be determined.

Personnel Committee: Will complete policies when Benefit package completed

IX. Unfinished Business:

Workshop Date: Cancelled. Will be rescheduled after architect is determined and contacted for visit to coincide with work shop dates. Topic suggested Building Expansion.

Website Up

Employee Benefits: A motion was made by S. Purrington to approve the Total 2014-2015 Fringe Benefit Package totaling \$59,000 as presented by the Proposed Fringe Benefit Pack for full time Employees, Marian Beard, Mary Ferguson, Zaley Nelson and All Employees Wellness Program . Motion was seconded by K. Neigebauer. All stated Aye. Motion carried.

Township Annual Fee. Howard Fink, Township Manager explained the process of how the fee was determined. A lively discussion by M. Minnich , S. Purrington, J. Hinkley, M. Neblock, K. Neigebauer, Z. Nelson and J. Wafle requested clarification on how the fee was devised and what legal status the Township had in determining the cost. It was indicated that the State Statute determined the Township's role in the processing of the libraries monies in collection of fees, paying of bills and payroll. Howard explained that each person involved with the Library's accounting determined his time devoted to the task. The cost was voted on by the Township Board on an annual basis to be reviewed each year.

X. New Business:

a. Budget Hearing

i. Open Hearing

Motion to close meeting J. Hinkley and Seconded by S. Purrington Motion carried.

ii. Call to Public:

Motion to open Budget Hearing made by M. Minnich and seconded by K. Neigebauer. Motion carried.

iii. Budget was discussed and reviewed.

iv. **Motion to close Budget Hearing** made by M. Minnich and seconded by J. Hinkley. Motion carried

V. Reopen Meeting

Motion to open Budget Hearing made by J. Hinkley seconded by K Neigebauer. Motion carried.

b. 204-2015 Budget General Appropriations Acts Resolution 13-01

Motion to Accept Resolution 13-01, the proposed FY 2013-2-14 mileage rates, as presented. Millages are authorized by the electorate and allocated by the county: Free Public Library .5000 mill 1996 in perpetuity and Library Operation 1 mill 1994 in perpetuity. Maximum allowable millage levies for 2014 area as follows Free Public Library .4262 Mill and Library Operations .8477 Mill proposed by M. Minnich and seconded by S. Purrington. ROLL CALL: M. Neblock , Aye; M. Minnich, Aye; K. Neigebauer, Aye; S. Purrington, Aye; J. Hinkley, Aye; J. Wafle, Aye. Motion carried.

c. 2014-2015 Budget Resolution 13-02.

Motion to Accept FY 2014-2015 Budget, Resolution 134-02 made be M. Minnich seconded by J. Hinkley. ROLL CALL: M. Neblock , Aye; M. Minnich, Aye; K. Neigebauer, Aye; S. Purrington, Aye; J. Hinkley, Aye; J. Wafle, Aye. Motion carried.

d. Firewall: Motion made by J. Hinkley to accept the Cisco/ASA5510-SEC-BUN-K9/ASA 5510 Security Plus Appliance with SW,HA, 3FE, 2GIG 3 DES/AES with warranty at \$2,325 with estimated \$50 shipping and handling totaling \$2,350.00. Second was made by M. Minnich. Vocal call: Aye Motion carried.

e. Marion and Zaley Bonus: A motion was made by S. Purrington to accept the bonus for Marion Beard at \$5,167.29 plus \$395.20 (7.65%)= \$5,562.59 and Bonus for Zaley Nelson at \$6,073.86 plus \$464.65 (7.65%)= \$6,538.51. Motion was seconded by K. Neigebauer Vocal Call Aye. Motion carried.

f. Architect Selection: A discussion was made about Fanning/Howey Associates. A motion was made by S. Purrington to accept Fanning/Howey Associates as the Architects to complete the library expansion. Motion was seconded by K. Neigebauer. Vocal Call Aye, Motion Carried.

g. PNC Bank Account to open new PNC Account for Flexible Spending Account and Health Care Reimbursement was made by S. Purrington seconded by M. Minnich. Vocal Call Aye, Motion Carried.

h. PNC Bank Account to open new PNC Account for Credit Card Deposit. Motion was made by S. Purrington and seconded by M. Minnich. Vocal Call Aye. Motion Carried.

- XI. **COMMENTS FROM THE BOARD:** Sandy thanked Howard for coming to our meeting and offering his expertise on the township fee. S. Purrington also thanked Z. Nelson for all of her hard working with the Staff and developing the Benefit package to give everyone a package that will meet their needs and saves the library a great deal of money.
- XII. **ADJOURNMENT:** A motion was made by S. Purrington to Adjourn and seconded by K. Neigebauer.
- XIII. **Next Scheduled Meeting:** July 1, 2014.

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.