

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

Tuesday, March 15, 2016

President M. Neblock called the meeting to order at 7:21 P.M.

I. Call to Order and Roll Call:

Present: M. Neblock, J. Hinkley, K. Neigebauer, M. Minnich, Judy Wafle

Absent: S. Purrington, Z. Nelson (ex officio)

II. Additions to the Agenda: None

III. Correspondence: Relative Humidity in the New Concrete Slab and Solutions email chain applicable to New Business X. i.

IV. Minutes: February 16, 2016

A motion was made by M. Minnich to approve the minutes from February 16, 2016 as presented. J. Wafle seconded the motion. The motion carried by a vocal call of aye.

V. Comments from the Public: None

VI. Library Director's Report: No report presented.

VII. Financial Report:

- a. **Treasurer's Report:** K. Neigebauer motioned to approve the treasurer's report as presented. M. Minnich seconded the motion. No discussion. The motion carried by a vocal call of aye.
- b. **Approval of Bills:** Tabled pending receipt of construction bills from Allan Mees.

VIII. Committee Reports:

- a. **Building Committee Report:** See X. i

IX. Unfinished Business:

- a. **Meeting Schedule for 2016:** Noted by all trustees.

X. New Business:

a. Revise Policy 300.17 Investments, Appendix 1

- 1. A motion to approve the revision to Policy 300.17, Appendix 1 as presented was made by M. Minnich. J. Hinkley seconded the motion. No discussion.

- 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent

- 2. Motion carries.

b. Rescind Policy 300.15 Library Vehicle

- 1. A motion to rescind Policy 300.15 Library Vehicle was made by J. Wafle. K. Neigebauer seconded. No discussion

- 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent

- 2. Motion carries.

c. Revise Policy 200.16.1 Wellness Bonus (now 200.16.1 Annual Incentive)

1. Motion made to approve the revision of Policy 200.16.1 Annual Incentive as presented was made by J. Wafle. Seconded by K. Neigebauer.
 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent
 2. Motion carries.

d. Adopt Policy 200.6.1 Maternity/Paternity/Adoption Leave

1. Motion to approve policy 200.6.1 Maternity/Paternity/Adoption Leave as presented made by J. Wafle. Seconded by M. Minnich.
2. There was much discussion as to which employees this applies to (full, part-time, temporary) and questions about the percentage scale.
3. Motion made by M. Minnich to table policy 200.6.1 pending further work by the policy committee. Seconded by J. Wafle
 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent
 2. Motion carries.

e. Revise Policy 300.11 Non-library Exhibits and Displays

1. Motion to approve the revision of Policy 300.11 Non-Library Exhibits and Displays as presented made by J. Wafle. Seconded by M. Minnich.
 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent
 2. Motion carries.

f. Adopt Revised Pay Scale

1. Motion to approve the revision of the pay scales as presented was made by J. Wafle. Seconded by M. Minnich.
2. The board recommends the pay scale be revisited before the budget hearing at the end of each fiscal year.
 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent
 2. Motion carries.

g. Township Annual Fee

1. Motion to approve the payment of the township annual fee of \$8,969.00 was made by J. Wafle. Seconded by K. Neigebauer
2. Concern about when/if this amount will be negotiated is noted. Late payments are a concern. Also, the amount of time the comptroller spends on the financials after the building is complete should be reflected in a reduction of the fee.
3. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley nay
 - d. J. Wafle nay
 - e. M. Neblock aye
 - f. S. Purrington
2. Motion carries.

h. Land Contract Fee

1. Motion to approve the payment of \$3,214 to Northfield Township for our debt service principal was made by K. Neigebauer. Seconded by M. Minnich.
 1. Roll Call Vote
 - a. M. Minnich aye
 - b. K. Neigebauer aye
 - c. J. Hinkley aye
 - d. J. Wafle aye
 - e. M. Neblock aye
 - f. S. Purrington absent
 2. Motion carries.

i. Library Closing for Carpet Installation March 22-23, 2016

1. Tabled pending more information from Z. Nelson and construction manager G. Ferrara
2. Special Board meeting is scheduled for 3/17/2016 at 7:30 pm to review and approve the closing.

XI. Comments from the Board: None

XII. Adjournment:

M. Neblock called the meeting to adjourn at 8:48 pm.

XIII. Future Meetings:

- a. **March 17, 2016, 7:30pm – special board meeting**
- b. **April 19, 2016, 7:00pm – regular monthly meeting**

