

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, March 17, 2015**

- I. **Call to Order and Roll Call:** The meeting was called to order by Margaret Neblock at 7:05 p.m. in the Northfield Township Area Library.
Present: Margaret Neblock, Jack Hinkley, Karen Neigebauer, Meg Minnich, Judy Wafle, Zaley Nelson (ex officio).
Absent: Sandy Purrington
- II. **Additions to the Agenda:**
None
- III. **Correspondence:**
Z. Nelson presented a letter she received from Arlo Dodge, the last surviving family member of the previous owners of the Library. M. Neblock read his letter. Mr. Dodge is 92 years old and described some of his memories of living in the Dodge House where he was born. Z. Nelson explained she would add this letter to the historical portion of the on line news letter.
- IV. **Minutes: February 17, 2015**
The minutes were reviewed and a motion was made by M. Minnich to accept the minutes as presented; K. Neigebauer seconded; an oral vote called; motion passed.
- V. **Comments from the Public:**
None
- VI. **Library Director's Report:**
Z. Nelson presented an oral Director's Report. She noted that the Summer Concert Series was completed and the Series would start June 19th and run through July 31st.
She also indicated that in order to apply for the Kiwanis Grant she was required to join. She will be helping the Kiwanis members in developing the Grant format.
Z. Nelson brought up an ongoing personnel issue with part time employee benefits. It appears that these benefits may need to be reviewed by the Personnel Committee. The productivity and financial burden is affecting the efficiency of the library. The committee will meet March 31st at 6:30 P.M. at the Library to review our present policy. At which time the policy will be given to our attorney to ensure all legal aspects are met.
Z. Nelson also mentioned that the budget for next year is in process.
The Activity Summary by Date Range was presented for February both 2014 and 2015 for comparison. Our Circulation has increased. She is working on ways to increase this circulation.
- VII. **Financial Report:**
The Financial Report for February was presented. K. Neigebauer made the motion to accept the Northfield Township Area Library Financial Report as of February 28, 2015 and M. Minnich seconded the motion. An Oral vote was called and motion passed.

VIII. Committee Reports

a. Building Committee Report

Z. Nelson presented an updated site plan with the revisions made that were discussed with Fanning Howey and Frank Rewold and Son. Inc. The Budget has been reduced to approximately \$1,000,000 and change due to the changes made in the design. We will need an updated site plan along with completed construction documents in order to go back the Township Board for approval. Both Fanny Howey and Rewold are working on a presentation plan.

IX. Unfinished Business:

None

X. New Business:

a. Investment policy revision has been tabled. The Auditors want to review the Investment policy to make certain the verbiage is correct.

b.

XI. Comments from the Board:

XII. Adjournment:

Meeting was adjourned at 8:48 p.m. M. Minnich made the motion to adjourn.

XIII. Future Meeting: April 21, 2015