

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
Minutes
Tuesday, May 17, 2016**

- I. **Call to Order and Roll Call:** President M. Neblock called the meeting to order at 7:00 p.m.
Present: M. Neblock, J. Hinkley, J. Wafle, M. Minnich, K. Neigebauer, S. Purrington (arrived at 7:03 p.m.), Z. Nelson (ex officio)
- II. **Additions to the Agenda:** none
- III. **Correspondence:** Bill Payne from Fanning Howey sent a letter congratulating the Library on completing the building project.
- IV. **Minutes: April 19, 2016**
A motion was made by M. Minnich to approve the April 19, 2016 minutes and supported by J. Hinkley.
Motion carried by a vocal call of aye.
- V. **Comments from the Public:**
- VI. **Library Director's Report:**
Z. Nelson presented a written director's report. Z. Nelson is going to send the Northfield Township Police Department a thank you letter. Z. Nelson and Mary Ferguson may need to attend the preliminary hearing for Timothy William, the suspect accused of breaking into the Library. Harlow Dodge passed away this past April and his daughter is going to donate \$5,000 for an outdoor memorial.
- VII. **Financial Report:**
- a. **Treasurer's Report:**
A motion was made by K. Neigebauer to approve the April 2016 financial report as presented and supported by J. Wafle. Motion carried by a vocal call of aye.
- b. **Approval of Bills:**
- VIII. **Committee Reports**
- a. **Building Project Committee:**
The Library is still waiting on the official certificate of occupancy and closeout documents. Fanning Howey and Rewold will be back in eleven months to do a walk-through of the addition to ensure the building is functioning as it should.
- IX. **Unfinished Business:**
- a. **Adopt Policy 200.6.1 Maternity/Paternity/Adoption Leave**
A motion was made by J. Wafle to approve Policy 200.6.1 Maternity/Paternity/Adoption Leave.
Discussion: J. Hinkley requested that after one full year for service the benefit be increased from 60% of salary to 70% of salary.

J. Wafle amended her motion to approve Policy 200.6.1 Maternity/Paternity/Adoption Leave as corrected and supported by J. Hinkley. Motion carried by a vocal call of aye.
- b. **Adopt Multipurpose Room policy**
A motion was made by J. Wafle to approve Policy 300.10 Multipurpose Room as presented and supported by M. Minnich. Motion carried by a vocal call of aye.

X. New Business:

a. Budget amendments

A motion was made by J. Wafle to approve the budget adjustments as presented:

	Budgeted	Amended	
271-301-850 Communication	\$4,050.00	\$5,800.00	
405-900-911 Architect Cost	\$108,275.00	\$115,500.00	
405-900-913 Construction	\$672,035.00	\$800,000.00	
405-900-915 Tech Cost	\$38,900.00	\$16,000.00	
405-900-917 Landscaping	\$140,000.00	\$5,000.00	
405-900-918 Other Library Cost	\$110,000.00	\$26,000.00	
405-900-971 Renovation	\$84,000.00	\$31,000.00	
405-900-972 Computer	\$40,550.00	\$10,000	

and supported by M. Minnich. Motion carried by a vocal call of aye.

b. Marion, Mary and Zaley bonus

A motion was made by J. Wafle to give Zaley Nelson a performance bonus of \$1,200 for her stellar performance above and beyond all conceivable expectations on the building project the April 19, 2016 minutes and supported by M. Minnich. Motion carried by a vocal call of aye.

A motion was made by S. Purrington to approve the annual bonuses for Marion Beard, Mary Ferguson and Zaley Nelson as presented:

Marion Beard \$5,834.30
Mary Ferguson \$6,793.82
Zaley Nelson \$8,904.92

and supported by J. Hinkley. Motion carried by a vocal call of aye.

c. Break-in

d. Cameras

A motion was made by M. Minnich to approve the purchase and installation of security cameras and supported by J. Wafle. Motion carried by a vocal call of aye.

XI. Comments from the Board:

XII. Adjournment:

XIII. Future Meeting: June 21, 2016

Sandra L. Purrington
Secretary