

Northfield Township Area Library  
Regular Board Meeting Minutes (DRAFT)  
3/16/2021

- I. Call to Order and Roll Call: Meeting called to order at 7:03 pm by R. Spooner  
Present: J. Secrist, G. Hermann, S. Purrington, L. Strausbaugh, Z. Nelson (Ex Officio), M. Goldwyn (Ex Officio)  
Absent with notice: C. Watkins  
Guest: Jack Hinkley, Hillary McGraw (office manager), Elizabeth Charette  
(In-person meeting in the library pavilion)
- II. Additions to the agenda: Policy 300.4 use of the library (temperature checks)
- III. Correspondence: none
- IV. Approval of Minutes:  
*A motion to approve the minutes from the Feb 16, 2021 meeting was made by S. Purrington, seconded by L. Strausbaugh, and was unanimously approved.*
- V. Comments from the Public: none
- VI. Library Director's Report:  
Z. Nelson discussed CDC COVID quarantine suggestions. The board agreed that there should be no mandatory quarantine period for staff after traveling out of the state.  
Z. Nelson discussed the ramifications of the resignation of the library program manager. She suggests covering her duties with Elizabeth and Hillary. (This discussion continued in the New Business section.)  
  
J. Secrist discussed the proposed Historical Marker. He said Supervisor Ken Dignan is encouraging adding historical markers. Jack suggests the 3rd option for \$1,000-\$2,000. He will follow up with Dignan and the DDA.  
  
Z. Nelson gave a pandemic update: She praised the staff for doing a great job handling it over the past year. She would like to do something special for the staff around April 18th.  
  
**Summer reading club presentation**  
Hillary McGraw and Elizabeth Charette gave a motivating presentation about the Summer Reading Club Kick-Off event. They handed out an outline of the activities.  
  
They are encouraging the board and volunteers to participate.

VII. Financial Report:

J. Secrist presented the Financial Report from Feb 28, 2021.  
Everything looks in order. Watch for the budget for the change in staff.

A motion to accept the financial report was made by S. Purrington and seconded by L. Strausbaugh was unanimously approved.

VIII. Unfinished Business:

a. Digital sign bids

Z. Nelson talked about the bids she has received so far. She will be gathering more information. The board seemed to be in agreement to use fieldstone rather than artificial foam stones. She will review the options with the building committee.

b. Landscaping bids

Z. Nelson discussed the different bids. Lotus looks like the best.

A motion to accept the bid from Lotus for a total of \$7776.76 was made by S. Purrington and seconded by J. Secrist was unanimously approved.

IX. New business:

a. Summer Reading Club presentation (see presentation above)

b. Revised organizational chart

Z. Nelson discussed changing the organizational chart to include an Outreach Manager and a Program Manager. She is suggesting keeping them part-time (~28 hours) at least until July.

c. Revised pay scale

The Personnel Committee will meet on March 24 at 11:00 am to discuss the new organizational chart and pay scale.

d. Investments

A motion to ask the township treasurer to move ~\$207,000 from the money market account to a CD was made by J. Secrist and seconded by R. Spooner was unanimously approved.

e. Historical marker (see directors report)

f. Policy (Policy 300.4 use of the library to remove the temperature checks)

A motion to end the policy of temperature checks at the door was made by S. Purrington and seconded by L. Strausbaugh was unanimously approved.

X. Comments from the Board:

Sandy talked highly about the board members.

XI. Comments from the public: none

XII. Adjournment: 8:27 pm

A motion to adjourn was made by R. Spooner and seconded by G. Hermann  
was unanimously supported.

*G. Hermann*

*Secretary*

