

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

Tuesday, June 21, 2015

President M. Neblock called the meeting to order at 7:03 P.M.

I. Call to Order and Roll Call:

Present: M. Neblock, J. Hinkley, K. Neigebauer, M. Minnich, S. Purrington, J. Wafle, Z. Nelson (Ex Officio).

II. Additions to the Agenda:

- a. X.g. Library Closing June 27th for Staff Inservice
- b. X.h. Library Inservice

III. Correspondence: Letter from TLN regarding an opening on their board.

IV. Minutes: May 17, 2016

A motion was made by K. Neigebauer to approve the minutes from May 17, 2016 as presented. J. Hinkley seconded the motion. The motion carried by a vocal call of Aye.

V. Comments from the Public: None

VI. Library Director's Report: A written report was given by Director Nelson.

VII. Financial Report:

- a. **Treasurer's Report/Approval of Bills:** K. Neigebauer motioned to approve the treasurer's report and bill payments as presented. J. Wafle seconded. The motion carried by a vocal call of aye.

VIII. Committee Reports:

- a. **Building Committee Report:** This committee is disbanded until after the election. The board anticipates the committee being re-formed to take care of future building and grounds maintenance.

IX. New Business:

a. Budget Hearing:

- 1. Motion to close the public board meeting made by M. Minnich; seconded by J. Wafle. Motion carried by a vocal call of aye.
- 2. Motion to open the Budget Hearing made by M. Minnich; seconded by J. Wafle. Motion carried by a vocal call of aye.
- 3. Call to the Public: none
- 4. Motion to close the Budget Hearing made by M. Minnich; seconded by J. Wafle. Motion carried by a vocal call of aye.
- 5. Motion to reopen the Regular Board Meeting made by M. Minnich; seconded by J. Wafle. Motion carried by a vocal call of aye.

b. Resolution to Approve the Proposed FY2016-2017 Millage Rates:

- 1. Motion to accept Resolution 16-01, the proposed FY2016-2017 millage rates as presented made by J. Hinkley; seconded by J. Wafle.
 - 1. Roll Call Vote
 - a. J. Hinkley – aye
 - b. J. Wafle – aye
 - c. K. Neigebauer – aye
 - d. M. Minnich – aye
 - e. M. Neblock – aye
 - f. S. Purrington – aye

c. Resolution to Approve the FY2016-2017 Budget

- 1. Motion to accept the FY2016-2017 Budget, Resolution 16-02 made by J. Hinkley; seconded by J. Wafle.
 - 1. Roll Call Vote
 - a. J. Hinkley – aye

- b. J. Waffle – aye
- c. K. Neigebauer – aye
- d. M. Minnich – aye
- e. M. Neblock – aye
- f. S. Purrington – aye

d. Annual Incentive

- 1. Motion made by S. Purrington that all employees be given \$500 Annual Incentive at the first pay period of the fiscal year with an additional \$500 building completion bonus for the staff's performance above and beyond the call of duty during building construction supported by M. Minnich. Motion passed by a vocal call of aye.

e. Health Reimbursement Account Transfer

- 1. Motion made by S. Purrington to transfer the budgeted amount of \$5,500 for the Healthcare Reimbursement Account from the Library General Fund into the HRA account at First National Bank account; seconded by J. Hinkley. Motion carried by a vocal call of aye.

f. Budget Amendments

- 1. Motion made by J. Waffle and seconded by J. Hinkley to approve the budget adjustments as presented. Motion carried by a vocal call of aye
 - 1. 271-301-930 – Repairs and Maintenance
 - a. Budgeted: \$18,000; Adjusted: \$19,500
 - 2. 271-301-910 – Insurance
 - a. Budgeted: \$7,500; Adjusted: \$10,000

g. Library closing July 2, 2016

- 1. Motion made by J. Waffle that the library be closed on July 2nd due to the July 4th holiday; seconded by K. Neigebauer. Motion carried by a vocal call of aye
 - 1. Future closings will be addressed with policy revision.

h. Library closing for June 27, 2016

- 1. Motion made by M. Minnich to close the library on June 27th for a staff inservice; seconded by J. Waffle. Motion passed with a vocal all of aye.

X. Comments from the Board: None

XI. Adjournment: M. Neblock called the meeting to adjourn at 8:15 P. M.

XII. Future Meeting: July 21, 2016