**NORTHFIELD TOWNSHIP AREA LIBRARY**

**REGULAR BOARD MEETING**

**AGENDA**

**Tuesday, November 15, 2016**

# Call to Order and Roll Call: 6:58pm call to order. S. Purrington absent without notice.

1. **Additions to the Agenda: None**
2. **Correspondence: None**
3. **Minutes: October 18, 2016: M. Minnich motioned to accept the minutes as amended. J. Hinkley seconded. Motion carried with a vocal aye vote.**
4. **Comments from the Public: None**
5. **Library Director’s Report:**
	1. **The Director specially noted the popularity of the Little Pantry that has been installed outside as well as the multi-purpose programming room. It was noted that there may need to be a room reset diagram available/posted in the room for ease of cleanup for staff and those renting the room. The director will consult with the lawyer about a refundable cleaning fee for renting the room as well. The 501c3 forms have also been filled out pending review by the Director and Trustee J. Secrist.**
6. **Financial Report:**
	1. **Treasurer’s Report: K. Neigebauer made a motion to approve the treasurer’s report and bills as presented. M. Minnich seconded. Motion carried with a vocal aye vote.**
	2. **Approval of Bills:**
7. **Committee Reports: None**
8. **Unfinished Business:**
	1. **501c3: Form has been completed by the lawyer. Director Nelson and J. Secrist will review and submit to the appropriate government entity.**
	2. **Director review: tabled pending receipt of last review and Personnel Committee meeting.**
9. **New Business:**
	1. **Election results: Northfield Township and Washtenaw County have to recount the ballots; results are not in yet. The date for swearing will be published shortly.**
	2. **Trustee workshop: New trustee workshop could be held as early as Jan. 19, 2017 pending election results.**
	3. **Special Library Closing Policy 300.2 Revision: Tabled till next year pending revision by new policy committee.**
	4. **Holiday Bonuses: K. Neigebauer motioned to approve the holiday bonuses as presented. J. Hinkley seconded. Motion carries with a vocal aye votes.**
		1. **Less than 1 year $50 (Joey Maestro)**
		2. **1-4 years $75 (Heather McCausian and Jill Levine)**
		3. **5-10 years $100 (Meg Goldwyn and Zaley Nelson)**
		4. **11-15 years $125 (Mary Ferguson and Sally Gates)**
		5. **16+ years $150 (Marion Beard)**
	5. **Audit Report: The official written report was received by the trustees to review before the report is presented by the auditor at the regular December meeting.**
	6. **Policy 200.16 Benefits for Full Time Employees: The policy was received by the board for review. The policy will be voted on at the December meeting.**
10. **Comments from the Board: none**
11. **Adjournment: 8:18pm**
12. **Future Meeting: December 20, 2016**