NORTHFIELD TOWNSHIP AREA LIBRARY

SPECIAL BOARD MEETING

AGENDA

Thursday, January 19, 2017

1. Call to Order and Roll Call:
   1. 11:04 am
   2. Present: J. Erickson, J. Hinkley, M. Neblock, J. Secrist, R. Spooner, C. Watkins, Z. Nelson ex officio
   3. Public: M. Minnich
2. Additions to the Agenda: none
3. Call to the Public: none
4. Library’s Mission, Vision, By-Laws: Overview presented by M. Neblock
5. Library History: Presentation by M. Minnich on history of Northfield Township Library from the 1950’s to present day.
6. Library Roles, Board of Trustees vs. Director and Staff: M. Neblock reviewed Trustee roles and responsibilities from pages 7-9 of the Trustee Manual. Z. Nelson provided information about Library organizations. A training workshop is being provided for Library Trustees on March 24, 2017 by the Friends of Michigan Lib/Trustees Alliance.
7. Trustee Job Descriptions: M. Neblock presented descriptions of the roles and duties of the officers and trustees. Committee participation by Trustees was covered with the following Committees to be discussed further at the regular Board Meeting on February 21, 2017:
   1. Personnel
   2. Policy
   3. Building and Grounds
   4. Planning (Long Range and Strategic Planning)
   5. Communications/Outreach
8. Funding: Overview of Funding and Budget presented by Z. Nelson.
9. NTAL Services: Z. Nelson presented an overview of NTAL services, resources, and events available to the community.
10. Lunch
11. 2017 Goals: M. Neblock led a discussion on Goals for 2017. The following goals were identified for further consideration at the February 21, 2017 Regular Board Meeting:
    1. Review and Update By-Laws
    2. Review and Update Policies
    3. Update NTAL Vision Statement
    4. Revisit fees charged NTAL by Northfield Township for services
    5. Develop an outreach and visibility plan for library
    6. Develop Long-Range plan and/or Strategic plan
12. Comments from the Board: none
13. Adjournment: Meeting adjourned at 2 pm

Submitted by: Joyce Erickson, Secretary