

Northfield Township Area Library
Regular Board Meeting Minutes (DRAFT)
12/21/2021

- I. Call to Order and Roll Call:
Meeting called to order at 5:00 pm by R. Spooner
Present: G. Hermann, C. Watkins, L. Strausbaugh, S. Purrington, J. Secrist
Z. Nelson (Ex Officio), H. McGraw (Ex Officio)
Absent:
- II. Additions to the agenda: none
- III. Correspondence: none
- IV. Approval of Minutes:
A motion to approve the minutes from the Nov 16, 2021, meeting was made by C. Watkins, seconded by S. Purrington, and was unanimously approved.
- V. Comments from the Public: none
- VI. Library Director's Report:
J. Secrist asked about the unclaimed pictures with Santa Claus from the tree lighting. He also asked about the increase in attorney fees. He also asked about potentially placing the old library sign.
S. Purrington asked about the library survey.
- VII. Financial Report:
J. Secrist presented the revised financial reports and talked about the motion to move money to a CD. He indicated that Jacki Otto suggested purchasing the CD from MSU Fed Credit Union.

Motion to accept the November 30, 2021 financial report made by S. Purrington and seconded by L. Strausbaugh was unanimously approved.
- VIII. Committee Reports:
The Personnel committee presented their report from December 1, 2021
- IX. Unfinished Business:
Investments
Motion to approve the purchase of a \$107,249.22 CD from MSUCFU with the terms of 6-11 months and an interest rate of 0.55%. The Library Board approves the purchase to be made directly following this meeting, on December 21, 2021. Motion by R. Spooner seconded by S. Purrington was unanimously approved.
An email will be sent to Jacki Otto to make the CD purchase.

X. New business:

- a. The 2021 audit report was presented by John Pfeffer. Mr. Pfeffer offered praise for Zaley Nelson and the NTAL. He commented that the CD is insured, not through FDIC but through the credit union.

Motion to approve the FY21 audit report from Pfeffer Hanniford Palka made by G. Hermann seconded by S. Purrington was unanimously approved.

- b. Transfer from First National General Fund to First National HRA:

Motion to the transfer \$5,271.01 from the Library's First National General Fund to the Library's First Nation HRA fund made by G. Hermann seconded by S. Purrington was unanimously approved.

- c. Hiring a minutes recorder:

Discussion: The rate is \$200/meeting from current Northfield Township board recorder was mentioned. It was generally agreed that hiring a minutes recorder is not necessary at this time.

- d. Holiday closing:

Z. Nelson mentioned that the Northfield Township office will be closed on Monday December 27th in recognition of Christmas and discussed if the library should be closed also.

Motion to close the NTAL on December 27, 2021 for Christmas made by S. Purrington supported by L. Strausbaugh was passed 4 to 2 with G. Hermann and C. Watkins opposed.

- e. Holiday bonuses:

Employees employed less than 1 year \$100
Employees employed 1 – 5 years \$150
Employees employed 6 – 10 years \$200
Employees employed 10+ years \$250

Motion to approve the holiday bonus schedule as presented by G. Hermann supported by S. Purrington was unanimously approved.

XI. Comments from the Board: none

XII. Comments from public: none

XIII. Adjournment: 5:42 pm

Motion to adjourn made by R. Spooner seconded by L. Strausbaugh was unanimously approved.

Date: _____

Gerald Hermann
Secretary Northfield Township Area Library