

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

**Tuesday, October 18, 2016**

**President M. Neblock called the meeting to order at 7:04 P.M.**

**I. Call to Order and Roll Call:**

Present: M. Neblock, J. Hinkley, K. Neigebauer, M. Minnich, Z. Nelson (ex Officio)

Absent: S. Purrington

**II. Additions to the Agenda: None**

**III. Correspondence: None**

**IV. Minutes: July 19, 2016**

A motion was made by J. Hinkley to approve the minutes from July 19, 2016 as presented. M. Minnich 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, including staff changes, training opportunities, the little free pantry, and a cataloguing report.

**VII. Financial Report:**

**a. Treasurer's Report/Approval of Bills:**

- 1. July 31, 2016:** K. Neigebauer made a motion to accept and file the financial report dated July 31, 2016 as presented. J Hinkley seconded. Motion carries with vocal aye votes.
- 2. August 31, 2016:** K. Neigebauer made a motion to accept and file the financial report dated August 31, 2016 as presented. J. Hinkley seconded. Motion carries with vocal aye votes.
- 3. September 30, 2016:** K. Neigebauer made a motion to accept and file the financial report dated September 30, 2016 as presented. J. Hinkley seconded. Motion carries with vocal aye votes.

**VIII. Committee Reports: None**

**IX. Unfinished Business:**

**a. Gazebo:**

One bid has been received from Todd's Services. It has been difficult getting any more quotes. We will table the project until Spring 2017.

**b. Parking Lot**

Tabled till Spring 2017. We will check with the township engineers to make sure we can widen the parking lot with our current water retention/runoff areas. We can also connect the driveway to the gazebo and repave the path to the front door at the same time to make sure all is up to ADA standards.

**c. Camera Install**

Completed.

**X. New Business:**

**a. Trustee Appointment:**

- 1. J. Hinkley** made a motion to appoint Jack Secrist to fill the vacant board position until the end of the 2016 term (ending Nov. 15, 2016). M. Minnich seconded. Roll Call Vote:

K. Neigebauer: Aye

J. Hinkley: Aye

M. Minnich: Aye

M. Neblock: Aye

Motion Carried.

M. Neblock will notify J. Secrist and Z. Nelson will supply a board trustee welcoming packet.

**b. Director Review:**

M. Neblock will send out the director review to be completed by the Nov. 15<sup>th</sup> meeting. Results will be reviewed by the personnel committee and the director. Recommendations will be made to the board.

**c. 501c3**

M. Minnich made a motion to pursue 501c3 status for the library. J. Hinkley seconded. It is noted that this will open the library to qualify for more grants and charitable giving. Motion carried with vocal aye votes.

**d. Patron Survey**

M. Minnich made a motion to have a survey circulated to assess library performance. K. Neigebauer seconded. See attached survey sample. Motion carried with vocal aye votes.

**e. Holiday Clothing**

1. J. Hinkley made a motion to close the library Wednesday, Nov, 23 at 2pm through Saturday, Nov. 26 for the Thanksgiving holiday. M. Minnich seconded. Motion carried with vocal aye votes.
2. M. Minnich made a motion to close the library Friday, Dec. 23-Dec. 26<sup>th</sup> for the Christmas holiday. K. Neigebauer seconded. Motion carried with vocal aye votes.
3. K. Neigebauer made a motion to close the library Saturday, Dec.31-Jan. 2, 2017 for the New Year holiday. J. Hinkley seconded. Motion carried with vocal aye votes.

**f. Sprinkler System:**

Bid received from Todd's Services. Tabled till Spring 2017

**g. Election Write-Ins**

At least two people have filed paperwork to run for library board as write-ins.

**XI. Comments from the Board:**

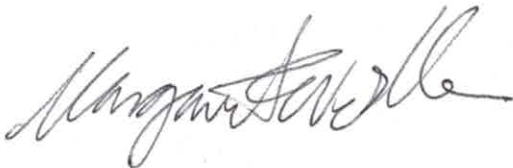
M. Minnich noted the need for long term planning now that our goal of the building addition has been achieved. The new board should start work on this in 2017.

It was also noted that the December 2016 meeting should be a joint meeting with both the outgoing and incoming board members attending.

**XII. Adjournment:**

M. Neblock called the meeting to adjourn at 8:18 P. M.

**XIII. Future Meeting: Nov. 15, 2016**



11/15/16