

**NORTHFIELD TOWNSHIP AREA LIBRARY
REGULAR BOARD MEETING
MINUTES
Tuesday, September 15, 2015**

Call to Order and Roll Call: Meeting was called to order by President M. Neblock at 7:03 P.M.

I. **Present:** Meg Minnich, Margaret Neblock, Jack Hinkley, , Judy Wafle, Zaley Nelson (ex officio). A quorum present

Sandy Purrington arrived 7:07 P.M.

Absent: Karen Neigebauer

Guest: Jack Secrist

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

III. **Correspondence:** None

IV.

Minutes: September 15, 2015 J. Hinkley moved to accept the minutes as presented . Motion supported by M. Minnich. Vocal vote and motion passed

V. **Comments from the Public:** None

VI. **Library Director's Report:**

Main points covered:

Personnel Catherine Stricklan hired to replace Melissa McLacIn.

The Board praised our staff for their hard work and professional attitude towards serving the Library's patrons. We have the best staff.

Fall Fun Fest is on track scheduled for October 3rd from 11 AM to 3 PM

Investments have been liquidated and transferred from Morgan Stanley to PNC 271 account to cover construction costs. Library needs to open new accounts since PNC bank is closing. Suggest First Nation Bank on M 36 which is close. Also need to reopen new safety deposit box.

Rewold submitted an estimated construction time table. Zaley will altering her work schedule to allow her to be at the library earlier due to construction period. The library will also need to be closed during certain phases of construction such period is earmarked for December 22nd thru Jan 8. This will also coincide with employee's vacation times as well with the library's normal slow period. Employee training sessions will be scheduled during closed times at offsite areas to be determined.

Special Board meetings maybe required to allow board members to vote on paying required invoices. Such invoices will be reviewed and recommend for payment by Rewold Construction to ensure work is done according to contract and payment must be made within 30 days.

Financial Report:

J. Wafle moved to accept and file the financial report dated August 31, 2015. supported by J. Hinkley. All approved. The motion was carried.

- a. **Treasurer's Report:**
- b. **Approval of Bills:**

VII. Committee Reports

- a. **Building Project Committee:** The Construction is moving along with the completion of the Building Construction Meeting held at the Township. Building Permit obtained. The cost of \$4,300 is considered to be inappropriate by the Board and request for permit fee to be waived is before the next township board meeting

VIII. Unfinished Business:

- a. **Building finance.** See comments made under Director's Report

- b. **Ground breaking.** We had a nice turnout for the ground breaking ceremony. \$750 in donations was collected. Shovels used for ceremony are available to purchase. One will be mounted and placed in the library.

- c. **By-laws**

The By-law revision to cover term limits was tabled for next board meeting until wording is obtained by our attorney.

IX. New Business:

- a. **New Building Contracts**

Three contracts were reviewed and presented to the board for discussion and approval.

S. Purrington made the motion to accept the 3 bids which included Windows & Metal Clad wood doors Category G by Dillman Upton, Bid amount \$12,988; Metal Studs, gyp Bd, Ceilings, Insl, Category H by Huron Acoustic Tile, bid amount \$24,3265; and Aluminum Door & Frame, Category L by Rochester Hills Contracting Glazing, Bid Amount \$9,000 be approved for awarding. Motion Seconded by M. Minnich. Roll Call Vote Required and procedure as follows:

M. Minnich, Aye
J. Hinkley, Aye
S. Purrington, Aye
M. Nelbock, Aye
J. Wafle, Aye

K. Neigebauer Absent But Quorum present Bids Awarded.

- b.

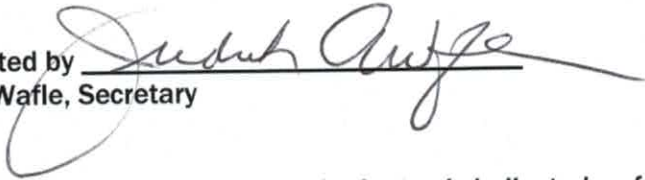
- X. **Comments from the Board:** M. Minnich noted that she will be absent from the next board meeting due to surgery. Board members wished her well .

S. Purrington praised Zaley for her diligence and hard work during the construction process echoed by the entire board.

XI. Adjournment:

President Neblock adjourned the meeting at 7:44 P.M.

Future Meeting: October 20, 2015

Submitted by 
Judith Wafle, Secretary

Correction to the originally issued minutes is indicated as follows:

Wording removed is ~~stricken through~~:

Wording added is underlined