

**NORTHFIELD TOWNSHIP AREA LIBRARY  
REGULAR BOARD MEETING  
MINUTES  
Tuesday, Sept. 2, 2014**

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 S. Purrington, J. Wafle and Z. Nelson (ex officio).

Arrived late: K. Neigebauer (7:23p.m.)

Absent: M. Minnich

Public Attendance: Jacki Otto

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

**III. Correspondence: None**

**IV. Minutes: July 1, 2014 and August 6, 2014**

S. Purrington made a motion to accept August 6, 2014 minutes as written, J. Hinkley second the motion. Motion passed with an oral vote.

The July minutes were tabled for review.

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

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

Z. Nelson presented her Director's Report. She noted the upcoming agreement with Green Oak Township should remain as presented. She felt the potential annexation of WLPS should only result in revision of the language in the agreement only. Zaley is planning on attending the annual Green Oak Township board meeting along with the library directors from Brighton and South Lyon.

The 25th Anniversary Open House was discussed, and four board members indicated they would attend. Z. Nelson indicated the staff would be required to dress up for the occasion.

Discussion of the Grant Workshop stating Z. Nelson and Christopher will be attending in Sept.

Z. Nelson and Marian will be attending MLA in October in Grand Rapids. M. Neblock and S. Purrington indicated they would be attending as well.

**VII. Financial Report:**

a. Treasurer's Report:

b. Approval of Bills:

Rick Yaeger from the Township provided revised June 2014 and July 2014 financial reports for review. Z. Nelson indicated that there were approximately \$200 in deposits from the credit cards have not yet been deposited into our account as yet but will be done so this month. It was explained that the Capital Outlay was the new account for the investments and the monies were moved to the new account. There was

some discussion as the clarity of the accrual accounts. However, it was determined that these reports need to be revised again for clarity.

A motion was made by K. Neigebauer and seconded by S. Purrington to accept the June 30<sup>th</sup> financial report as written. An oral vote was taken and motion passed.

July and August financial reports were tabled for revision.

**VIII. Committee Reports**

- a. **Building and Grounds Committee: None**
- b. **Finance Committee: None**
- c. **Personnel Committee:** M. Neblock requested a meeting to be determined once the evaluation was completed. Also when the Revised Wellness Incentive Policy was approved and ready for signature along with the Employee Handbook, then the committee will meet to finalize that section of the Policy Book.
- d. **Policy Committee: none**
- e. **Planning Committee: none**

**IX. Unfinished Business:**

a. **Building Update** J. Wafle explained the differences between Construction Manager and General Contractor. The Construction Manager will guide us in the bidding process as a Board but that the Board will remain in more control of the entire process in the bidding process as well as the construction process. A general contractor takes over a more controlling interest in the process and any money savings would go to the general contractor. With a construction manager we determine which bid at what price and any savings would remain with the Library.

b. **Employee Handbook**

c. **Wellness Incentive Policy 200.16.1**

The revised Wellness Incentive Policy 200.16.1 was review and J. Hinkley was praised for his input in the language.

A motion was made by S. Purrington to approve the revised Wellness Incentive Policy 200.16.1 as presented. J. Hinkley second. Oral vote taken and motion passed.

d. **25<sup>th</sup> Anniversary Party – September 20, 10 to 2**

Z. Nelson explained the format of the upcoming anniversary party. John Davids, the architect, will be there with drawings and powerpoint presentation for the viewing pleasure of the guests. There will be tours given throughout the library including the copula for the patrons. Also put on display will be artifacts discovered on the property along with a historical presentation given by Mary Ferguson.

**X. New Business:**

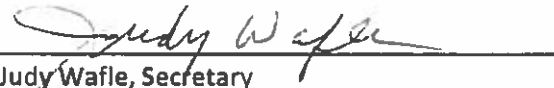
a. **Salvation Army Backpack Program** – Jacki Otto gave a commentary on a program that she, along with the Salvation Army, will be doing for qualified elementary school children in Whitmore Lake. The program, called Feeding His Sheep, will provide qualified children with nutritional food for the weekend during the school year in the form of backpacks filled with donated food. She indicated that as one of the funding projects that there would be a Bowl-A-Thon at the Whitmore Lake Lanes September 28<sup>th</sup>. Several board members expressed interested in forming a team to represent the Northfield Township Area Library.

**XI. Comments from the Board: None**

XII. Adjournment: Meeting was adjourned at 8:30 P.M.

XIII. Future Meeting: October 7, 2014

XIV. Submitted by Judy Wafle

  
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Judy Wafle, Secretary

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~.

Wording Added is underlined.