



Newaygo Area District Library

Regular Meeting of the Board of Trustees January 21, 2019

In the minutes prior to the meeting, Secretary Redder conducted the swearing-in for the new terms of three trustees: David Chambers, Sharon Haege, and Marcelo Santana.

1. CALL TO ORDER

President David Chambers called the meeting to order at 5:30 p.m. at Newaygo Area District Library, 44 State Rd, Newaygo, MI 49337.

- Roll Call: Present: Marj Redder, Sharon Haege, Marcelo Santana, Ailene Pugno, Michael Burns. Jennifer Page joined the meeting at 5:37 p.m.
Absent: None.
- Approval of Agenda. Motion by Burns with support by Redder to approve the Agenda. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of December 18, 2018
Motion by Pugno with support by Haege to approve the minutes. AIF/MC

3. PUBLIC COMMENTS

4. RESERVED TIME

- Election of new officers: President, Vice President, Treasurer, Secretary.
After discussion, a motion was made by Pugno with support by Burns to re-elect nominee Dave Chambers to the office of President, nominee Michael Burns to office of Vice-President, nominee Sharon Haege to office of Treasurer, and nominee Marj Redder to office of Secretary. AIF/MC

- Appointments of Finance and Personnel Committee Members.
President Chambers appointed to the Personnel Committee: Marcelo Santana, Ailene Pugno, Mike Burns; and to the Finance Committee: Sharon Haege, Marj Redder, Jennifer Page.

- Approval of 2019 Meeting Dates and Times.
Motion by Redder with support by Burns to approve the NADL Board Meeting dates held on the third Mondays of each month at 5:30 P.M. AIF/MC

5. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. On the P&L Report, the library finished the year 2018 within budget overall; 101-450-Contributions was slightly over the expected budgeted amount. She recommended the Board adjust that cost center. Employee salaries were 46% of the expense budget, which was similar to FY2017. The library purchased almost \$26,500 in collections materials, which was 9% of the budget. Under the 101-690 Debt Service Cost Center, the library was able to apply an extra \$5,000 to the principal of the loan for the second year. The library paid the first quarter fees for 2019 to Lakeland Library Cooperative ahead of today's meeting.

Motion to accept the Treasurer's Report and Bills and Cash Disbursements as presented was made by Haege with support by Santana. AIF/MC

Motion to accept the proposed budget adjustment increasing FY2018 101-450- Contributions Cost Center to \$47,531.00 was made by Burns with support by Pugno. AIF/MC

6. DIRECTOR'S REPORT

- ✓ Two opportunities were coming for board development training: Lakeland Library Coop had a two-day workshop – Day 1 Friday, March 22, for Directors, and Day 2, Saturday March 23, for both the Director and one trustee. The FAF had a free workshop at the Foundation on Thursday, March 21, from 4-8 pm. (Dinner provided.) Tinkham recommend taking advantage of these free trainings and to send as many could attend. After discussion, Burns volunteered to attend the LLC Workshop on March 23, 2019. Redder, Pugno, and Haege volunteered to attend the FAF workshop on March 21. The others had prior commitments. Tinkham thanked them for volunteering their time.
- ✓ The Michigan Grown Arts events this winter have been very popular. On Saturday, sixteen patrons participated in watercolor instruction with Lori Eslick. The February sketching class and March watercolor class were filling up already.
- ✓ On February 2, the Library was partnering with the City police department to offer two self-defense classes for tweens. These were also filling up quickly.
- ✓ On Thursday, February 7, at 11 am and 4 pm, Tinkham invited trustees to stop in the upper level of the library to hear local musician, Isaac Schneider, perform on keyboard.
- ✓ Tinkham reviewed Strategic Planning activities as mentioned in her Director's Report. Haege commented that it was wonderful that the Library was willing to go to other local organizations to share NADL programs, making the library accessible to the community.
- ✓ Tinkham passed on to Trustees the Staff "thank you" for the staff appreciation luncheon in December catered by Gala Gourmet.
- ✓ Circulation statistics ended the year with a positive growth: Yearly circulation totals were significantly above previous years, as illustrated on the last page of the January director's report. Tinkham also shared two graphs with Trustees, showing that fiction books were the majority of items circulated at 64%, followed by DVDs and Non-fiction books.
- ✓ Director Tinkham will be out of the area on vacation from February 2nd to 9th, 2019.

7. UNFINISHED BUSINESS

- Update Director Contract
 - Marj Redder read from the December 18, 2018 Minutes - 2nd page under Employee Benefits. At that meeting, the Board had approved promotion of hourly staff Sarah Welch to full time (40 hours), and instructed the director to begin full time (40 hours) in January; this included the indication that the Board would adjust the director's contract at the January 2019 meeting.

Motion by Burns with support by Page to adjust the Director's salary as indicated by the red letters in the draft of the contract from \$37,856 (35-hour work week) to \$43,264 (40-hour work week), increased pay effective January 7, 2019. AIF/MC

- Resolution 01-2019 HelpNet Employee Assistance Program.
 - At the December 18, 2018 Board meeting, a motion was passed to purchase HelpNet for 2019. At this January 21, 2019 Board meeting, a motion to adopt Resolution 01-2019 HelpNet Employee Assistance Program as presented was offered by Pugno with support by Burns. AIF

President Chambers called for a Roll Call Vote.

Roll Call Yeas: Michael Burns, Marj Redder, Sharon Haege, Marcelo Santana,
Jennifer Page, Ailene Pugno, David Chambers.

Nays: None.

Absent: None.

The Resolution 01-2019 was adopted.

8. NEW BUSINESS

- Library Server and Firewall.

Tinkham presented technology needs of the library. Installation of a server would streamline shared use of data among staff. Currently, Dropbox was being used. The server was estimated to cost roughly \$2,500. In April, the library was due to upgrade its firewall. This will be partially reimbursed through E-rate Funds. The total estimated E-rate fee for FY 2019, which runs through Sept 2020, was \$4,875. Two staff computers and two patron computers were also ready to be replaced. The estimated cost for these was \$2,280. Tinkham said it was necessary to upgrade the library's technology and infrastructure on an annual schedule. The amount budgeted in the FY2019 budget for account 101-610-065 Tech Upgrade was \$2,000. A budget adjustment would be necessary during the year. Tinkham invited trustee input.

Redder said that technology upgrades needed to be done. Haege asked how many computers the library owned. Tinkham said there were seven staff computers, ten patron computers, and two OPAC computers. Tinkham also said that whenever a PC was retired, it was re-purposed in another area of service whenever possible.

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

Burns welcomed Santana and Haege to the NADL Board family. He also thanked Tinkham and her staff for all that they do daily.

Haege said that looking back at everything that had been accomplished in the past two-year period was commendable.

Santana appreciated seeing a concise message in the NADL strategic plan – that the library was a “Place to gather, connect and explore.” He said there were different levels of connection at a library other than only a place to find books.

Page offered a thank you for switching the meeting days to Mondays--a better day in her weekly schedule.

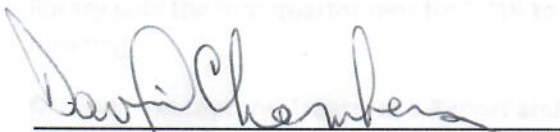
Pugno said, “Good job all around!”

Chambers welcomed new members and said that this was a good board.

11. ADJOURNMENT

A motion to adjourn the meeting was made by Haege with support by Burns. AIF/MC.

The meeting was adjourned at 6:46 p.m. by President David Chambers.


NADL President


NADL Secretary