



# NEWAYGO AREA DISTRICT LIBRARY

*Reaching The World Through Information*

## Regular Meeting of the NADL Board of Trustees

March 20, 2018

### 1. CALL TO ORDER

The Meeting was called to order by Presiding Officer Jennifer Page at 5:30 p.m. at the Newaygo Area District library, 44 State Rd, Newaygo, MI 49337.

Presiding Officer: Jennifer Page

Roll Call: Present: Jamie Baker, Ailene Pugno, Michael Burns, Jennifer Page, Marj Redder.

Absent: Elizabeth Pitzer, David Chambers

Approval of Agenda: Motion by Redder and supported by Baker to approve the Agenda. AIF/MC.

### 2. MINUTES

Motion by Baker and supported by Burns to approve the minutes of the Regular Board Meeting of February 20, 2018. AIF/MC

Motion by Burns and supported by Pugno to approve the minutes of the Library Strategic Planning Meeting of March 7, 2018. AIF/MC

### 3. PUBLIC COMMENTS

No public comment.

### 4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports and entertained questions from the Board. On Feb 26 and 27, Lauren Wenneman from Gabridge and Company came to the library to begin the on-site audit of 2017. The process went smoothly. Wenneman suggested attending the May Board meeting to present the audit results to the board.

Reflected on the February Revenue sheet the Library had received 62% of its expected revenue. Copy/fax service was performing higher than expected, likely due to the tax season. Not reflected in this sheet was the \$ 10,521.74 TIFA/LDFA revenue received on March 6. The library's total expenditures as of March 7 was 17% of the budget. The library did purchase a good used chair and office desk for the library assistant. On March 27 Nick Heimler will be installing a computer desktop for the Library Assistant and two receipt printers (one for circulation on each floor.)

Jennifer Page offered a refurbished computer to the library as a donation. The Director graciously accepted the offer.

Motion was made by Burns and supported by Baker to approve the Treasurer's Report and Bills and Cash Disbursements as presented. AIF/MC

## 5. DIRECTOR'S REPORT

- Director Tinkham invited the Trustees to attend the 6<sup>th</sup> Michigan Grown Arts presentation on Thursday, March 22 at 7:00 P.M. Michigan's Troubadour. Neil Woodward will share music and stories from Michigan's history.
- There will be a special ILS Council meeting on April 12 to consider convenient return. This would be a very patron friendly service for Lakeland Library Cooperative to reinstate. Newaygo County Libraries were all in favor of the proposal. Library Assistant Linda Rickert will be attending the meeting to represent the library because Director Tinkham has a workshop to attend that day.
- Tinkham submitted a grant request for \$2,000 to the Gerber Foundation to purchase supplies for baby story-time. At this time she was in the process also of completing a LSTA grant request for \$2,000 to the Library of Michigan to purchase supplies for a robotics camp to be held in August. A similar camp (Animation) ran in August 2017.
- On Friday the 23 of March, LLC Director Carol Dawe will stop at the Library to visit with the Director and tour the facilities. She will be at our library about 1:30 p.m. Director Tinkham extended an invitation to any Board Trustee to meet her.

## 6. UNFINISHED BUSINESS

- Strategic Planning- Community Engagement Survey progress.

Director Tinkham presented charts and updated the Board on the current progress of the strategic planning Library and Community Assessment surveys. At this time approximately 71 people had completed surveys. This was a good number of participation so far in the survey window. Tinkham also noted that the age of people participating in the survey impacts responses. Currently she wanted to contact the high school to see if our youth services manager could share the survey with a class to increase survey response in the teen age range.

Baker asked what type of internet security the library had.

Tinkham said the library meets all policy requirements with our current firewall and technical management by Nick Heimler. However, the library will upgrade its server this year.

## 7. NEW BUSINESS

- Resolution 02-2018 to adopt Non-Resident Circulation Policy

Director Tinkham commented that several local residents of surrounding non-serviced townships have expressed interest to purchase non-resident cards from Newaygo Library. This is a needed service and the right move for the Board to approve the sale of non-resident cards.

Page asked to review the price of the cards.

Tinkham said the board approved the price of \$40.00 per card, non-pro-rated.

Baker and Burns both said that \$40.00 seemed a very reasonable a price for library service.

Motion to vote on Resolution 02-2018 Non-Resident Circulation Policy as presented was offered by Burns and supported by Baker. AIF/MC

Presiding Officer Jennifer Page called for a roll call vote:

Roll Call            Yeas: Marj Redder, Jamie Baker, Michael Burns, Ailene Pugno, Jennifer Page.  
                          Nays: None  
                          Absent: Elizabeth Pitzer, Dave Chambers.

Resolution 02-2018 was approved.

**8. PUBLIC COMMENTS:**

None.

**9. BOARD MEMBER COMMENTS:**

Baker: Frank Haik had another painting he would like to place in the library. If accepted for display, Haik would like to have a letter from the library stating that he would retain ownership of the piece and would receive the painting back in event the library wished to no longer display it.

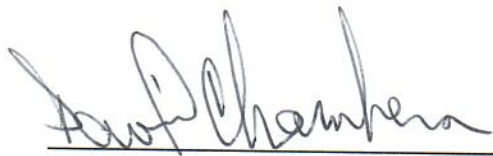
Tinkham reported that in March the Michigan State Police and Newaygo City Police Departments returned to the library all property evidence held.

Baker asked the Director the status of Missing DVDs. Tinkham reported that some have been found and no others have been missed.

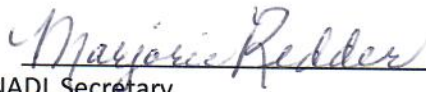
Burns requested permission from the Board to purchase one of the paintings returned from evidence. Consensus on the Board was yes, for \$85.00.

**10. ADJOURNMENT**

A motion to adjourn the meeting was made by Baker and supported by Redder. AIF/MC. The meeting was closed at 6:18 p.m. by Presiding Officer Jennifer Page.



NADL President



NADL Secretary