



NEWAYGO AREA DISTRICT LIBRARY

Reaching The World Through Information

Regular Meeting of the Board of Trustees

June 19, 2018

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.

Presiding Officer: David Chambers

Roll Call: Present: Marj Redder, Ailene Pugno, Elizabeth Pitzer. Michael Burns arrived 5:36 p.m.

Absent: Jamie Baker, Jennifer Page.

Approval of Agenda: Motion by Pitzer and support by Pugno to approve the Agenda. AIF/MC.

2. MINUTES

- Approval of the minutes of the Strategic Planning Meeting of May 2, 2018.
Motion by Pitzer, support by Pugno to approve the minutes. AIF/MC
- Approval of minutes of Regular Board Meeting of May 15, 2018.
Motion by Pugno, support by Pitzer to approve the minutes. AIF/MC
- Approval of the minutes of the Strategic Planning Meeting of June 6, 2018
Motion by Redder, support by Pitzer to approve the minutes. AIF/MC

3. PUBLIC COMMENTS

4. RESERVED TIME

- Meet Our Staff: Cathy McLeod, Circulation Clerk.

Director Tinkham introduced Cathy McLeod to the trustees. McCleod told a bit about herself and explained tasks she performed in her duties. She commented it was a pleasure to work with her coworkers.

5. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports with the Board. Revenues received to date were 75% of the expected budgeted income. Expenditures were 49% of the budgeted amount to date. Overall spending was where it should be. She explained a couple of fluctuations. There were no board comments.

Motion by Redder, support by Burns to approve the Treasurer's Report and Bills and Cash Disbursements as presented. AIF/MC

6. DIRECTOR'S REPORT

Tinkham gave a brief update on library business:

- Summer Reading Programs: Adults Sign-Ups: 88 (40% increase from 2017); Teens Sign-Ups: 104; Children Sign-Ups: 312. (3% increase over 2017 for those under 18.)
- Thursday events in the Park: Over 300 people joined the first summer reading event to learn about geodes in this scientific discovery event.
- Newaygo Public School Art installments: Mrs. Hurrle from the Newaygo Public Schools installed two pieces of artwork completed by students in 2016-17 and 2017-18.
- Library parking during festivals: Tinkham will call a meeting with the Chamber, City, and Police Department to discuss an equitable solution to the parking problem the library and city experience during citywide events.
- Proposed street changes coming soon: Tinkham shared schematics of proposed changes to local streets (as received from the City.) The project would add angled parking to three streets around Brooks Park.

Chambers said that the planning commission is working on walkability. Angle parking would add many new parking areas. Tinkham said the added parking was good for the city.

- Website: The library received praise from patrons regarding the new website.
- Building repairs: Tinkham said maintenance was in process of fixing damaged stucco under the book drop area; replacement of burned-out lights throughout the facility; and replacement of water-damaged ceiling tiles in the conference room area. A licensed contractor would be required to repair flaking plaster on the horizontal ledges under the front-facing entrance.

Burns asked if the original contractor could be contacted. Tinkham would look into that.

- Logo Development costs: Tinkham presented bids from Victor DuBois of FUZE Media and John Cisneros from Anderson's Silk Screening for logo development.

Tinkham said DuBois had worked on several sign projects in the library and also donated his time for several years to prepare the summer reading kids' drawings into designs appropriate for t-shirts. Anderson had discounted his price to print the summer reading t-shirts for several years. Either designer would do a good job.

Burns did not feel DuBois' graphic design charge per hour was too expensive. Because he donated his time for the shirt projects, the library should go with him to continue that relationship. Pitzer and Burns favored the logo samples that were less detailed. Redder said either artist would provide what they wanted. Pitzer agreed and said that tone on tone looked better when printed in black and white.

Motion by Burns, support by Pugno to hire Victor DuBois of FUZE Media to design the library logo graphics. AIF/MC

7. UNFINISHED BUSINESS

- Strategic Planning
 - ✓ Review staff suggested library service responses.

Tinkham listed and explained staff service choices based on community needs.

- ✓ Make final selections.

Motion by Burns, support by Redder to accept the library service responses in order of priority: Commons, Current Topics and Titles, Lifelong Learning, Community Information Resource, Business and Career Information. AIF/MC

Tinkham invited the Trustees to the June 28, 7 p.m. Lake Michigan lighthouse presentation by Penny and Mike Messer. She said that our community's businesses were outpouring support in donations to the library summer reading program.

Redder said that as we pursue our strategic plan, it was important to include staff training and benefits in the planning the goals.

Tinkham said that the library had well-trained staff that we wanted to retain and train to better respond to our strategic goals. She reminded the board that the personal committee should meet soon to perform her annual review. The Director's contract was due for renewal in August.

Chambers brought up the need of the library to have an electronic sign installed near the main road. Tinkham said that a sign in the front would be helpful to advertise library events prominently. This could be a longer strategic goal.

Redder said that Newaygo Library has a wonderful reputation for summer reading. People really do enjoy being at our library.

Tinkham planned to meet with the staff to determine proposed goals and objectives and then present those at the July 17 Board Meeting. This was agreed by Board consensus.

8. NEW BUSINESS


9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS:

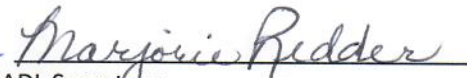
Burns said that the Friends of the Library were having a great response since Erin Burns, F.O.L. Secretary/Treasurer, had posted for more volunteers on FB.

11. ADJOURNMENT

A motion to adjourn the meeting was made by Pugno and supported by Burns. AIF/MC.
The meeting was closed at 6:51 p.m. by President David Chambers.



NADL President



NADL Secretary