

**Regular Meeting of the Board of Trustees
November 20, 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, Michael Burns, Jennifer Page, Elizabeth Pitzer.

Absent: Jamie Baker.

- Approval of Agenda. Motion by Burns with support by Page to approve the Agenda. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of October 16, 2018. Motion by Pugno with support by Page to approve the minutes. AIF/MC

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. Cost centers were nearing budgeted amounts as expected. Historically, interest revenue earned was about \$70 per month. This year, because interest rates increased, and because Independent Bank moved the library into a tiered interest category, yields increased to approximately \$200 a month. Three expense areas were elevated: Personnel/Payroll Taxes, Library Materials, and Programming Supplies/Programming Contracted Services. These increases were due to the focus to fulfill strategic activities. This made an impact on the narrowness between YTD revenues and YTD expenses. Budget adjustments requested were necessary to finish the year within anticipated limits.

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

- Motion by Redder with support by Pitzer to accept the proposed adjustments to: Investment Earnings increased to \$2,500; Capital Outlay Library Material's increased to \$27,000; Capital Outlay-Other increased to \$1,500; Personnel Expenses increased to \$150,603; Payroll Taxes increased to \$12,000. AIF/MC

5. DIRECTOR'S REPORT

Tinkham reported:

- ✓ She attended the City Council Meeting and Garfield Twp. Meeting in November, and will attend Brooks Twp. Meeting tonight, for the purpose of updating the Boards on programming activities at NADL along with sharing NADL's strategic plan.
- ✓ Certain exterior parts of the building were power washed in November by Kholer Window and Powerwash. They will be scheduled to return in April 2019 for a complete cleaning prior to preventive pesticide application.
- ✓ Furnace filters were replaced for winterization.
- ✓ December 13, Michigan Grown Arts program welcomes author Tobin Buhk for "Wicked Women of Detroit." This will be at 7:00 pm in the Upper Level.

Tinkham informed the Board she was interested in the library investing in a small P.A. system for approximately \$500. All board members agreed, and Pitzer said it would be a good investment for years forward.

- ✓ Tinkham received positive feedback from staff regarding the life insurance and investment benefits.
- ✓ The FOL will hold a bake/book sale for the Christmas Walk.

6. UNFINISHED BUSINESS

- NADL One Page Strategic Plan.

Tinkham presented the final version of the one-page strategic plan. Motion by Pitzer with support by Burns to approve the language as it's now written. AIF/MC

7. NEW BUSINESS

- Motion by Burns with support by Pugno to accept Resolution 08-2018 to adopt the MERS 457 Program. AIF/MC

Roll Call: Yeas: Marj Redder, Ailene Pugno, Jennifer Page, Elizabeth Pitzer, Michael Burns, David Chambers.

Nays: None.

Absent: Jamie Baker.

- Motion by Burns with support by Page to accept Resolution 09-2018 to adopt Liberty National Insurance Company Program as presented.

Roll Call: Yeas: Marj Redder, Ailene Pugno, Jennifer Page, Elizabeth Pitzer, Michael Burns, David Chambers.

Nays: None.

Absent: Jamie Baker.

- MLA Health Insurance.

After short discussion, Burns requested the topic be tabled for further research. Chambers agreed.

- 2019 Holiday Closings Schedule. Motion to accept the 2019 Holiday Closings Schedule with adjustment to be open on Saturday after Thanksgiving was offered by Pitzer and supported by Burns. AIF/MC

Tinkham requested that certain staff worked on days the library was closed to patrons. This allowed completion of tasks and projects that required absence from working the floor. The Board held a consensus that this was permissible and made sense.

- Director Vacation. Motion by Burns with support by Page to approve the Director's Vacation: December 26-29. AIF/MC


8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS:


10. ADJOURNMENT

A motion to adjourn the meeting was made by Redder with support by Pugno. AIF/MC.

The meeting was adjourned at 6:33 p.m. by President David Chambers.



 NADL President



 NADL Secretary