



**Regular Meeting of the Board of Trustees
December 18, 2018**

1. CALL TO ORDER

President David Chambers called the meeting to order at 5:35 p.m. at Newaygo Area District Library, 44 State Rd, Newaygo, MI 49337.

- Roll Call: Present: Marj Redder, Ailene Pugno, Elizabeth Pitzer, David Chambers.
Absent: Jennifer Page, Michael Burns, Jamie Baker.
- Approval of Agenda. Motion by Pitzer with support by Redder to approve the Agenda. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of November 20, 2018. Motion by Pugno with support by Pitzer 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 spending was at expected levels. Requested budget adjustments were necessary to finish projected goals for the year.

Motion by Redder with support from Pugno to accept the Treasurer's Report and Bills and Cash Disbursements as presented. AIF/MC

- 2018 Budget Adjustments
Motion by Pugno with support from Pitzer to accept the proposed budget adjustments: Charges for services increased to \$5,800; Fines and Forfeitures increased to \$28,000; Contributions increased to \$47,000; Travel/Professional Development increased to \$4,450; and Insurance decreased to \$4,700. AIF/MC

5. DIRECTOR'S REPORT

- ✓ Newaygo Library began its new winter program, "Warm Up Your Winter!" Through March 23, adults and teens may participate in a winter reading program, and everyone may stop in to enjoy sun lamps to beat the winter blues. Other upcoming activities are: Live origami instruction; hot cocoa in the lobby; watercolor instruction; live music in the stacks by Isaac Schneider; Sketching class; and Meet and Greet Rescue Animals with Bellwether Harbor.
- ✓ West Michigan Lighting helped re-schedule the automatic lighting. More adjustments will be made as needs become apparent. Bishop Heating and Cooling replaced and repositioned a vent pipe that had interfered with one furnace unit igniting properly.
- ✓ A sun lamp was placed on each level to help brighten our patrons' winter.
- ✓ Sarah Welch graduated from Wayne State University with a library master's degree on December 11.
- ✓ Director Tinkham met with representatives from the FACF on Friday, Dec 14. The library was awarded a \$7,050 summer reading grant for 2019.
- ✓ For the month of January during preschool story-time Newaygo Library will host "Health Through Literacy" presented by representatives from Camp Newaygo.
- ✓ The Library purchased a speaker and mic for programming use.

6. UNFINISHED BUSINESS

- **Employees Benefits.**
Tinkham reviewed with trustees a chart of wage comparisons from Class 2 and 3 libraries in Newaygo and neighboring counties. The increase in the Michigan minimum wage level

was discussed along with impact on wages and salaries at NADL. Promotion of Sarah Welch to librarian status was discussed. Pugno reported that the Personnel Committee had met on December 10, and they recommended to the Board that if Welch was promoted to full time (40 Hours), that the Director should also be made full time. Tinkham handed out a chart illustrating the impact that wage increases would have on the 2019 budget. By unanimous recommendation of the Board, Tinkham was instructed to proceed with proposed employee wage increases including promotion of Welch to full time. The recommendation included moving the director position to full time in January with proper wage adjustment. Tinkham asked whether the board should first update her contract before moving her position to full time with wage adjustment. The Board stated she should go ahead with the increase and that they would update the Director's contract at the January meeting.

- **Medical Insurance.** After discussion, Trustees agreed to take more time to investigate options for medical insurance during the coming months. Determining factors were costs and avoiding the push to make hasty decisions before year end.
- **HelpNet.** This is an employee assistance program and resource to provide problem resolution assistance to employees and their dependents in a variety of categories, including: legal, financial, wellness, eldercare and childcare, was discussed. Flat fee for NADL was \$1,000 for 2019. A motion to purchase HelpNet for NADL employees benefit for 2019 was made by Pitzer with support by Pugno. AIF/MC

7. NEW BUSINESS

- **Trustee Jamie Baker's Resignation.**
The letter of resignation from November 20, 2018, was read. A motion to accept Baker's resignation was made by Pugno with support by Redder. AIF/MC. It was announced that Sharon Haege volunteered to complete the remaining year of the floating Brooks Twp. term through 2019.
- **January 2019 Meeting Date and Time.**
The meeting date was set for Monday, January 21, at 5:30 p.m.
- **Orientation Meeting for New Trustees.**
Tinkham will speak with new trustees to schedule a time to meet prior to the January 21st Board Meeting.

8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

Redder said this has been a good year.

Pitzer said this has been a great year. She enjoyed serving on the Library Board with everyone. Chambers spoke for everyone when he told Elizabeth Pitzer that she will be missed.

10. ADJOURNMENT

A motion to adjourn the meeting was made by Pugno with support by Pitzer. AIF/MC. The meeting was adjourned at 6:55 p.m. by President David Chambers.



NADL President



NADL Secretary