

**Regular Meeting of the Board of Trustees  
September 18, 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, Jamie Baker, and Michael Burns.

Absent: Jennifer Page, Elizabeth Pitzer.

- Approval of Agenda: Motion by Redder with support by Baker to approve the Agenda. AIF/MC.

**2. MINUTES**

- Approval of minutes of Regular Board Meeting of August 21, 2018: Motion by Baker with support by Pugno to approve the minutes. AIF/MC

**3. PUBLIC COMMENTS**

**4. RESERVED TIME**

- Meet Our Staff: Youth Services Assistant Carly Abbott. Abbott described some activities she performed in her job duties; her favorite part of her job was story-times.

Trustee Burns said his son absolutely loves the library. President Chambers stated that the library has good staff.

- Open Public Hearing on proposed budget for January-December 2019.

President Chambers opened the Public Hearing at 5:36 pm.

Secretary Redder provided information about the Financial Committee Meeting held September 6. Committee members Redder, Pitzer and Page reviewed the proposed budget with Director Tinkham. The committee unanimously supported the budget as proposed.

Director Tinkham reviewed the proposed budget line by line with the Board.

Trustee Baker discussed two items: 1. Raising the budget line for copier expense and for professional development, stating that the cost of copy machine maintenance will increase for the higher usage the library was seeing; 2. The best thing to do for a business was to ensure staff was trained and educated.

Tinkham said that over the year, the revenue for copies has increased while the expense has remained the same partly because the library was able to find better pricing on supplies. She said that staff training was important and the budget was a plan that may be adjusted during the year. She felt the proposed amounts for both were reasonable based on historical spending and expense projections through FY2018.

- Close Public Hearing on proposed budget for January-December 2019.

President Chambers closed the Public Hearing at closed at 5:59 pm.

- Resolution 2018-07 to adopt budget for January-December 2019.

A motion to accept Resolution 2018-07 to adopt the proposed budget for FY2019 as presented was offered by Baker with supported by Burns. AIF/MC

President Chambers called for a Roll Call Vote.

Roll Call: Yeas: Michael Burns, Marj Redder, Ailene Pugno, Jamie Baker, David Chambers.

Nays: None

Absent: Elizabeth Pitzer, Jennifer Page.

#### **5 TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS**

Director Tinkham reviewed the financial reports: Expenses and revenues were as expected at this time of the fiscal year. The library received LDFA and TIFA reimbursements totaling \$12,000.00 from the City. The Friends of the Library contributed \$1,563.00 to reimburse the remainder of the amount paid for summer reading shirts. She expressed thankfulness for both. Projecting expected revenues to the end of this fiscal year, she suggested five revenue budget adjustments to be addressed later in the meeting. Upcoming expenses included payments for library insurance, bond principal, and possible technology equipment upgrades.

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

#### **6. DIRECTOR'S REPORT**

Tinkham reported:

- ✓ Michigan Grown Arts program on Thursday, September 27 at 7:00 p.m. is Gem Theatrics play, "My Dearest Friend." This will be an event not to be missed.
- ✓ The library was awarded a \$2,600 LowellArts Grant for 2018-19 Michigan Grown Arts program! This will bring in more artists, musicians, and authors to our community throughout the next 12 months.
- ✓ August 31 the library received a passing inspection of fire protection system, and two new leaks were repaired under the eaves on the southwest corner of the main building. On September 17, the damaged plaster veneer under the book drop-off box was repaired. Director is seeking two bids to have the building power washed and is seeking information to have a pesticide application applied. She is also seeking bids for carpet cleaning in high traffic areas.
- ✓ On September 11, the Friends Group met and elected a new president, Krystal Johnson. October 11 will be the next meeting. October 15 from 3-5:30 p.m., the bookstore will begin opening twice a month on the first and third Mondays of the month. Everyone wished Mary Knoll the best and thanked her for serving as president and helping the Friends Group to re-establish.
- ✓ Prior to the December Board meeting, the Personnel Committee will need to convene a meeting when I will present a summary of staff evaluations and discuss any other personnel concerns.

After discussion, the meeting was scheduled for: Tuesday - October 30, 2018, 5:00 p.m.

- ✓ Tinkham will be attending MLA in Lansing on October 17-19, previously Board approved.
- ✓ In October, Tinkham will present her 2019 Director's Goals for Board approval.
- ✓ The library had an IBWM 13 month CD which had matured: After discussion, it was agreed that Tinkham will investigate and, if possible, move the CD into a higher yielding account.

#### **7. UNFINISHED BUSINESS**

- Strategic Planning update.

Tinkham reviewed the steps undergone to date of NADL's strategic planning process: covering the new vision and mission statements, community S.W.O.T. data and interpretation, processes that went into choosing goals and objectives, and reminding those present that each step had

been discussed with, formulated with and reviewed by staff and the board trustees. She then explained the chart of possible activities which were developed with staff input.

Redder said that everything discussed looked good. Pugno stated that the proposed chart of activities felt like a real plan. Tinkham said that she and staff felt the goals and proposed activities offered firm guidance and direction as the library proceeded to live out its mission in the community. Chambers called for a motion.

A motion to accept the chart of activities as presented was made by Pugno with support from Burns. AIF/MC  
Tinkham will proceed to create the booklet of the NADL Strategic Plan for FY 2018-2023.

#### 8. NEW BUSINESS

- Extra Bond Principal Payment.

President Chambers asked if any trustee needed further information or explanation of the extra bond payment to principal, which had been discussed in previous board meetings. Hearing none, he called for a motion. A motion to approve the payment of \$5,000.00 on the library bond with Choice One Bank was made by Redder with support from Baker. AIF/MC  
President Chambers called for a Roll Call Vote.

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

- Budget Adjustments

A motion to accept the five revenue budget adjustments was made by Burns with support from Baker. AIF/MC

#### 9. PUBLIC COMMENTS


#### 10. BOARD MEMBER COMMENTS


Chambers said he had heard from a community member that she was really pleased at how wonderful the library was now. She was very happy with the staff and how the library was looking.

Burns offered to provide staff training pro bono through his company.

#### 11. ADJOURNMENT

A motion to adjourn the meeting was made by Redder with support by Pugno. AIF/MC.  
The meeting was adjourned at 6:48 p.m. by President David Chambers.

  
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NADL President

  
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NADL Secretary