

**Regular Meeting of the Board of  
Trustees October 16, 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, and Michael Burns.

Absent: Jennifer Page, Jamie Baker, and Elizabeth Pitzer.

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

**2. MINUTES**

- Approval of minutes of Regular Board Meeting of September 18, 2018. Motion by Burns with support by Pugno to approve the minutes. AIF/MC

**3. PUBLIC COMMENTS**

**4. RESERVED TIME**

- Meet Our Staff: Circulation Clerk Ivy DeWitt. DeWitt introduced herself and described some activities she performed in her job duties.
- Michael Tackett, Municipal Employees' Retirement System (MERS)-Employee Benefits. Mr. Tackett introduced MERS and reviewed various benefits plans available.
- Angela Popelar, Liberty National Life Insurance Company, Employee Benefits. Ms. Popelar introduced her company and discussed employee benefits the library might consider. She explained that Liberty National had two no-cost offers for employees: A discount medical supplement card and accidental death coverage for \$3,000.

In discussion after the presentations: Redder said that both companies appeared to be large enough to be trustworthy. Redder made a motion to move forward with offering both employee benefits, supported by Burns. AIF/MC

**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 a \$1,000 donation from the Gerber Foundation for general discretionary use. She suggested that the Board increase the expense budget for collections materials by that amount. Redder agreed, saying that using the fund for collection materials purchases showed the library was being responsible with the funds. Burns made a motion to increase the Library Materials budget by \$1000, from \$24,800 to \$ 25,800, with support from Redder. AIF/MC

Chambers inquired about a new employee, Justin Riley. Tinkham explained that Justin Riley from Hesperia Community Library and Sheila Lownsbury from Croton Township Library were hired as irregular employees primarily for the summer reading program months. Justin had continued to work as a substitute for NADL staff when needed.

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

## 6. DIRECTOR'S REPORT

Tinkham reported:

- ✓ On 9/19/18 the NADL CD rolled from a 13 month CD at 1.30% interest to a special 18 month CD earning 2.11%.
- ✓ The annual State Aid Report opened on October 1 and was due by January 31. Michigan library statistics were compiled from the Annual Report/State Aid Application submitted by public libraries, cooperatives and braille and talking book libraries. She was proud to report that the report was completed on October 3, and Joseph Hamlin from the Library of Michigan notified her that Newaygo Library was the first in the state to submit.
- ✓ The final report for the MCACA LowellArts mini-grant for FY2017-18 was submitted on 10/13/18.
- ✓ The next installment of the Michigan Grown Arts program, on Thursday, October 25, at 7 pm, will be R.C. Robotham, a historical fiction author from Muskegon. He will sign books after presenting his reflections on stories from Michigan History.
- ✓ Tinkham will attend the MLA Annual Conference in Novi October 17-19.
- ✓ The Friends group will meet in November.

Dave Chambers informed the Director of water stains on the Friends bookstore ceiling tiles. Tinkham will notify the company that has been working on other recent library roof leaks.

## 7. UNFINISHED BUSINESS

- Strategic Planning booklet.

Tinkham distributed the booklet and asked the trustees to take the time to read it and connect with her for any corrections or changes they suggest.

Burns liked the layout and Redder asserted the great effort extended by all who were involved.

## 8. NEW BUSINESS

- Director's 2018-19 Goals.

Tinkham presented her goals:

Goal 1: Re-evaluate and improve Employee Benefits Program.

Goal 2: Create a pictorial history of NADL's directors spanning the century.

Goal 3: Plan and execute a community concert celebration in Brooks Park as part of the Michigan Grown Arts program at NADL. She will seek a grant support.

Motion to accept the three Director's Goals for 2018-19 was made by Burns with support by Redder. AIF/MC

## 9. PUBLIC COMMENTS

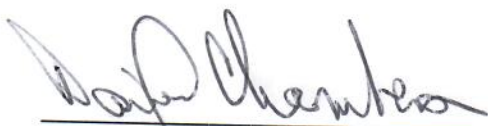
## 10. BOARD MEMBER COMMENTS

Redder and Burns commented that this was a good meeting.

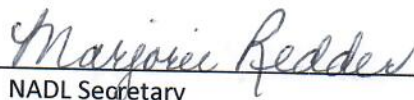
## 11. ADJOURNMENT

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

The meeting was adjourned at 6:55 p.m. by President David Chambers.



NADL President



NADL Secretary