

Newaygo Area District Library

Regular Meeting of the Board of Trustees

February 18, 2019

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: Marjorie Redder, Sharon Haege, Ailene Pugno, Michael Burns, Marcelo Santana, Dave Chambers.

Absent: Jennifer Page.

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

2. MINUTES

- Approval of minutes of Regular Board Meeting of January 21, 2019. Motion by Pugno with support by Haege to approve the minutes. AIF/MC

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. Tax revenues and expenses were as expected for January. Tinkham pointed out on the QB Profit & Loss report that line 600-005 Liberty National Life Insurance should not have been on the P&L report but under Payroll Liabilities on the Balance Sheet. Correction will be made by the accountant on February 20. A request for \$16,000 from the library's FACF endowment has been submitted. These funds will purchase shelving, furniture and other items to complete projects within the library as described in the strategic plan 2018-2023.

Haege asked what remained on the bond debt. Tinkham responded that in 2017 and 2018 the library paid an additional \$5,000 on bond principal. She would bring that information to the March meeting. Haege also complimented the color coding and layout of the profit and loss report that Tinkham provided. She asked for clarification of Erate Management under contracted Services. Tinkham said it was a government program that provided discounts to help eligible public schools and libraries obtain telephone and internet access. NADL contracted with Elite Fund to manage Erate.

Santana asked clarification on penal fines. Tinkham said that penal fines were fines issued for speeding tickets, civil infractions such as parking tickets, and other criminal violations. Libraries receive a portion of the proceeds from those monies.

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

5. DIRECTOR'S REPORT

- On Feb 28, Tinkham will meet with a representative from HelpNet to review with staff this new benefit which will begin March 1.
- The FY2018 Audit will begin on Feb 25, 2019, by Gabridge & Company.
- By the March 18th Board Meeting, Tinkham hoped to have design plans and bids for shelving, furniture and ideas from Demco, Inc.
- Tinkham noted the new TVs and HDMI wiring installed in the conference room, an added feature to interest organizations to take advantage of the library service. The library will also purchase blinds for the conference room windows.
- Tinkham reviewed circulation from January 2018 and 2019. Circulation for 2018 had surpassed levels of prior years. She credited the efforts of all staff in areas of collection management and development, book displays and marketing, and library programming.

Tinkham explained that in Jan 2019, circulation of electronic items rose 102 over Jan 2018. Circulation of e-items has trended upward at a much steeper rate than circulation of physical items. In addition, since MCLS and LLC libraries now shared their e-collection of materials, patrons were finding many more available to check out.

Haege asked Tinkham where she gets the reports for electronic items. Tinkham accessed Overdrive statistical data from the NADL Overdrive account, and Sheryl VanderWagen from LLC provided MCLS reports to her.

Chambers noticed the huge jump in circulation of physical items in the beginning of summer, the result of summer reading programs.

- June 21, plans were moving forward to hold a community celebration and library promotion day. The library secured use of Brooks Park and will work with the Farmer's Market as the library hosts Silverado Band. Plans were being made to secure the services of a local food vendor. Tinkham asked trustees to volunteer to help with the evening entertainment. She also asked to consider allowing the library to extend its hours to 7 pm that night.

Burns and Haege volunteered.

- Tinkham reviewed strategic activities being accomplished.

Haege asked how the self-defense classes went for everyone. Tinkham said they were very well received. Haege also asked how talks with Camp Henry were proceeding. Tinkham said the library was meeting with camp staff on Friday, Feb 22, and would also talk about pursuing grant funding. Haege mentioned Camp Harvest, another camp in the Croton area.

6. UNFINISHED BUSINESS

- Fremont Area Community Foundation Nonprofit Board Certification Seminar (Mar 21, 4-8 p.m. Dinner provided)
Three board members and Director were registered to attend this seminar. Tinkham handed out tickets to Haege, Redder, and Pugno.
- Tinkham reminded Board officers to stop in Independent Bank and Choice One Bank to provide their signatures.

7. NEW BUSINESS

8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

Redder said that everything was going well at the library.

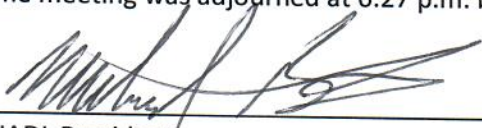
Haege said that the library was doing so much, and circulation was up, too.

Chambers suggested the possible need of an official policy regarding closing the library during inclement weather or other events that necessitated closing. His concern was that he didn't need to be notified for the director to close the library. Burns said that the library should be closed if it related to staff and patron safety. He could be contacted if Chambers was unreachable. Tinkham said that during the closings in January and February, she had notified President Chambers as an informational courtesy. Burns said that the Board trusted the Director's decisions to close the library. Tinkham said she understood that the Board wanted her to exercise her authority to close the library when appropriate.

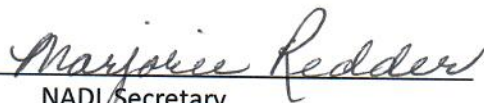
10. ADJOURNMENT

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

The meeting was adjourned at 6:27 p.m. by President David Chambers.



NADL President
Vice



NADL Secretary