

# Newaygo Area District Library

## Minutes of the Regular Meeting of the Board of Trustees April 15, 2019

### 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.

- Roll Call: Present: Marjorie Redder, Ailene Pugno, Michael Burns, Marcelo Santana.  
Absent: Sharon Haege, Jennifer Page.
- Approval of Agenda: Motion by Burns with support by Redder to approve the Agenda. AIF/MC.

### 2. MINUTES

- Approval of minutes of Regular Board Meeting of March 18, 2019. Motion by Burns with support by Pugno to approve the minutes. AIF/MC

### 3. PUBLIC COMMENTS:

#### 4. RESERVED TIME

- Sarah Welch, Youth Service Manager: Spring Institute report.

Welch reported on her recent attendance at MLA's Spring Institute (SI), a yearly convention of library youth services staff from all over the state. Welch recapped the following breakout sessions she attended:

1) Read by Grade 3: Michigan ranks 44<sup>th</sup> in the country state for reading levels. This training informs staff what Read by Grade 3 means, and how to train staff to meet the reading needs of emerging readers.

2) Future Ready Library: Geared for the rural library, this session addressed ideas for programming and training of staff working with for middle-grade children.

3) Dismantling Institutional Racism: The facilitator discussed how books or staff can portray racism. She discussed how to make staff be aware of the proper portrayal of all peoples, and to be aware of subtle racism.

4) Reader Booster Packs How-To. This session provided instruction on how to build booster packs full of various materials to encourage and support reading skills.

Welch thanked the Board for supporting continuing education for staff.

### 4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports and entertained questions from trustees.

The library receives most of its income at the beginning of the year, and then again at the end of the year. Copy/fax revenue was elevated. Another non-resident card was sold, the third since the service renewed. Employee expenses were elevated, due to purchase HealthNet. Technology upgrade expenses was \$4860. The library installed a new fire wall, a server, 2 upgraded staff computers, 2 upgraded computer lab computers & 2 new monitors.

Santana asked if the library experienced any attempted hacking into the network or the computers.

Tinkham said only an occasional young person has tried to download something but that the IT person the library employees was very adept at securing our technology. The new firewall will keep the library up to standards required by CIPA. The library also added insurance coverage to protect the library up to \$100,000 in an event of a data breach.

Telephone and utilities were at 31%, a bit high, likely because of Consumers Energy expenses and the ongoing issues with lights being activated at odd hours.

Burns asked for status on working with the electrician regarding installing switches.

Tinkham said Foster Electric was awaiting the arrival of switches. She would recontact them.

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

#### 5. DIRECTOR'S REPORT

- Fire Protection: Tinkham was seeking contract bids for fire protection inspections from both Dependable Fire Protection and Johnson Controls, who purchased Simplex Grinnell.
- Director's contract (Aug 2016 – Aug 2019): Tinkham provided copies of the current contract. The Personnel Committee will prepare for the Director's review in July, and contract renewal in August. Tinkham suggested contacting the library attorney, Anne Seuryneck, for any needed counsel. She expressed her hope that the execution of her job would continue to be pleasing to the Board.

Santana asked for information about fringe benefits. Tinkham said that the library provided a stipend for her to use as needed. She presently purchased eye and dental care, and the stipend was subject to income taxes.

Chambers asked if the personnel committee should review the contract and evaluate the director.

Burns said each board member does an evaluation, and the personnel committee compiles and averages the data.

- Spectrum Enterprise: Tinkham has been in frequent conversation with Spectrum to correct library service and billing. Progress was being made.
- The new Firewall and Server were installed on March 26, 2019. Staff have noticed the PCs work faster and appreciate not using Dropbox. The Firewall seems to be working as expected.
- Cultural Conversations and CETUSA: The library has a new contact in the community, Cindi Hunt, a local CETUSA representative. NADL will hold "Cultural Conversations" on May 16, 2019. Patrons can come to the library to meet current foreign exchange students and learn about their culture. Ms. Hunt will have a booth to share steps to becoming a host family for next year.
- Census 2020: NADL will provide space in the upper level for Lori Coleman, job recruiter, for Census 2020.

Burns asked Tinkham to be available on Friday, 4/19, that he may review the blue prints to find a door for attic access. He will inspect the space between roof to ceiling for water damage.

#### 6. UNFINISHED BUSINESS

- Library Shelving and Furniture in Upper Level.  
Tinkham researched the type of shelves installed in the upper level. The brand was likely Gaylord. Demco purchased Gaylord several years ago. The shelves proposed to purchase should match existing shelving. Price quote for 9 wooden shelves and 1 slat-wall panel for brochures was approximately \$5,905. Installation was estimated at \$2,250 and shipping was \$500. Grand total was \$8,655.26. The funds were planned into the FY2019 budget, but in keeping the purchasing policy, Tinkham requested the Board approve the purchase before placing order.

Redder agreed that it was always planned for the Endowment funds to be used to purchase shelving & furniture. Motion to purchase the quoted shelving and slat-board order from Demco was made by Burns with support by Pugno. AIF/MC

- Strategic Activities Update. Tinkham reviewed highlights from the docs in the Board Packet.
- Director Goals Status: Tinkham reviewed her goals as outlined in the board packet.
  1. Re-evaluate and improve Employee Benefits Program, (3/4 complete):
    - ✓ All staff received proper wage adjustments in Jan 2019.
    - ✓ Researched costs of providing health benefits to employees in 2018. The matter was table for reconsideration in 2020.
    - ✓ In January 2019, three staff took advantage of payroll deduction and MERS.

- ✓ In December 2018, four staff took advantage of payroll deduction and Liberty National Insurance Company.
  - ✓ March 2019, the library purchased Employee Assistance Programs and Work Life Services through HelpNet for all employees and anyone living in their household.
  - ✓ Director Tinkham was currently working to reevaluate sick and personal time procedures and policy.
2. Create a pictorial history of NADL's directors spanning the century, (1/2 complete):
    - ✓ Tinkham completed a list of library leaders. She was in process of finding pictures.
  3. Plan and execute a community concert celebration in Brooks Park as part of the Michigan Grown Arts program at NADL. Seek grant support, (3/4 complete).
    - ✓ The event is planned for June 21, 10 am – 7:30 p.m. Brooks Park was reserved.
    - ✓ Silverado Band was contracted. The MCACA LowellArts grant will fund half of the fee.
    - ✓ Shake it Up BBQ food vendor was contracted.
    - ✓ Volunteers: Many Board Trustees and staff are onboard. The F.O.L. were planning to join in events.
    - ✓ The River Country Chamber and the Farmers' Market were onboard.
    - ✓ Shirts with new logo were in works, as well as advertising yard signs.
    - ✓ Pens with NADL name were ordered and received.
    - ✓ Advertising was underway on FB, on website, and in paper.
    - ✓ Events planned for all day activities: Read off fines, sign up for new/renew card win prize, crafts for all ages, summer reading sign ups.

Chambers asked if the FOL bookstore would be open all day. Tinkham said the Friends had said at their March 26 meeting that the store would be open all day.

Burns said the Friends asked if they could put up more shelving in the bookstore. He said the Friends could purchase the shelving and he would install them. Tinkham asked that the library work with the Friends on that. The Friends also planned to create mystery boxes of books for a silent auction, and to sell cotton candy and lemonade on the day of the ShoutOut.

Pugno asked if the Friends were eliminating donations? Tinkham said they had told her they were currently willing to accept more donations of good quality items.

Burns said that he had been told they wanted no more books at this time, and that he would ask again about that.

Chambers said the Friends no longer have the room they once had in the large book store.

Santana asked for reason the old room was no longer used. Tinkham said the City restricted the area for security reasons.

Burns asked if the director contacted Rick Beisiegel from Vital Signs & Graphics as he had suggested.

Tinkham affirmed she had.

Redder asked if Tinkham had decided on window blinds for the Conference Room.

Tinkham said she will be working on that project.

#### 7. NEW BUSINESS

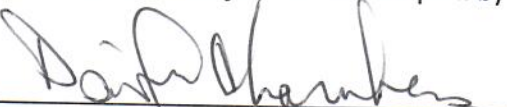
#### 8. PUBLIC COMMENTS

#### 9. BOARD MEMBER COMMENTS

#### 10. ADJOURNMENT

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

The meeting was adjourned at 6:35 p.m. by President Chambers.

  
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 NADL President

  
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 NADL Secretary