

**Regular Meeting of the Board of Trustees
May 20, 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: Jennifer Page, Sharon Haege, Ailene Pugno, Marj Redder, Marcello Santana, Dave Chambers.
(Marcello Santana was excused at 5:55 p.m.)
Absent: Michael Burns.
- Approval of Agenda: Peg VanOeffelen, Newaygo Insurance, was unable to attend the meeting. Director Tinkham requested removing VanOeffelen from Reserved Time. Motion by Redder with support by Pugno to approve the Agenda with the change. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of April 15, 2019. Motion by Pugno with support by Santana to approve the minutes. AIF/MC.

3. PUBLIC COMMENTS

4. RESERVED TIME

- FY2018 Audit Report: Gabridge & Company (Matt Holland)

Mr. Holland presented the audit findings. NADL received an unmodified opinion, the highest-level opinion possible. Areas to note included that the bond payment was paid down by \$25,000; Penal fines, property tax, and grant revenues increased slightly; expenses increased, mainly due to salaries and new programming. The library closed the year within and below budget.

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. May 20, the Library received the \$7,050 check from FAF for the summer reading grant. The library received the first half of State Aid revenue. Year-to-date the library had received 71% of its expected revenue.

Areas to monitor were: wages & salary; postage and delivery due to the cost of delivery of shelving and furniture; and non-fiction materials due to the increase from the STEM grant. Tinkham discussed the purchase of café tables and chairs for the Library lobby, the upper level YA and AF area, and the tween area of the lower level. She also requested Board input on accent colors throughout the facility. Pugno suggested the teal in the logo for an accent color. Santana said that having the seating and amenities that encouraged patrons to stay longer in the library will make the facility an inviting space in the community. Tinkham also suggested NADL provide a Keurig in the upper level for patron use. She hoped to provide soft seating in the local history room to encourage patrons to use this beautiful room. Redder said a table and chairs would be nice to have in the lobby. Tinkham said the library also now has convenient browsing baskets for patrons to use on both levels, too. Page suggested advertising the browsing baskets on Facebook.

Tinkham continued the financial report:

- Overdrive group that includes NADL approved a \$200 increase in Overdrive in October 2019.
- On May 13, the City Council approved a tax abatement for G-M Wood Products. The meeting was attended by Tinkham, Haege and Burns.

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

5. DIRECTOR'S REPORT

- Tinkham met several weeks ago with Peg VanOeffelen, Newaygo Insurance Company, to review the library's current coverage. It was evident that the replacement costs of the building were higher now than when the coverage was purchased in 2013. Consensus on the Board was that the library should purchase the proper replacement coverage, an increase in premium annually of approximately \$469.
- The building power-washing was completed on May 13. The contractor suggested the building needed to be repainted in the near future.
- Volunteer Glenda McKinley began service at NADL on Friday, May 17. She brings many years of experience from various higher-level positions in both the non-profit and business sectors.
- NADL hired Christian Burns as a part-time summer reading aide. NCRESA Intern Michaela Meneffee will be a summer reading intern at NADL.
- Tinkham interviewed Timothy Hill, a recent college grad (sociology) that moved to this area from Arkansas. He has several years of experience working for Hilton at the front desk. Tinkham was considering hiring him, as current circulation clerk, Cathy MacLeod, will reduce hours in July to one day a week.
- Tinkham requested the Personnel Committee meet with her in July or August to discuss a September shift change for full-time staff Sarah Welch.
- Tinkham shared the new staff Name Badge Agreement form.
- NADL now has a \$25 security deposit form for checking out items valued over \$100 that are part of the library's "More Than Books" collection.
- Lakeland Library Cooperative moved to a new email server beginning May 20.

Redder asked if the Library performed background checks on possible new personnel. Tinkham affirmed that is done.

6. UNFINISHED BUSINESS

- Resolution 02-2019 To Approve FOIA Procedures and Guidelines, A Written Public Summary and Detailed Itemization. Motion to approve the resolution was offered by Redder with support by Haege. President Chambers called for a Roll Call Vote.

Roll Call: Yeas: Jennifer Page, Sharon Haege, Ailene Pugno, Marj Redder, David Chambers.
 Nays: NONE
 Absent: Michael Burns, Marcelo Santana (left at 5:55 p.m.)

Resolution 02-2019 was passed.

- Strategic Activities Update by Tinkham.

7. NEW BUSINESS

- Approval of Credit Card Usage agreement for S. Welch. Motion to approve the agreement was made by Redder with support by Haege. AIF/MC

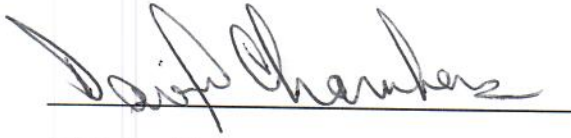
8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS:

Haege shared that she worked the Family Expo with Sarah Welch, held at Fremont High School. There were 85 vendors and several hundreds of people that attended. Haege got a glimpse of how positively people in the county perceived NADL. She also said she heard about a little girl that knew from her mom that NADL was a safe place to come. Last week, this child went to the NADL for help when she was in the neighborhood but had become lost from her parent. Sarah Welch, with the help of Newaygo Police Department, was able to make her feel secure while her uncle was located.

10. ADJOURNMENT

A motion to adjourn the meeting was made by Pugno with support by Haege. AIF/MC.
The meeting was adjourned at 6:43 p.m. by President Chambers.



NADL President



NADL Secretary