



# Newaygo Area District Library

## Regular Meeting of the Board of Trustees March 16, 2020

### 1. CALL TO ORDER

Vice-President Michael Burns called the meeting to order at 5:30 p.m. at Newaygo Area District Library, 44 State Rd, Newaygo, MI 49337.

- Roll Call: Present: Sharon Haege, Julie Vitale, Ailene Pugno, Cindy Blamer, Jen Larsen, Michael Burns.  
Absent: David Chambers
- Approval of Agenda. Motion by Larsen with support by Blamer to approve the agenda. AIF /MC.

### 2. MINUTES

- Approval of minutes of Regular Board Meeting of February 17, 2020. Motion to approve the February 17, 2020 minutes was made by Haege with support by Pugno. AIF/MC

### 3. PUBLIC COMMENTS

### 4. RESERVED TIME

- Randy Baker from Gebhardt Insurance Agency. Mr. Baker and Mr. Steve Bandyk from Coldbrook Insurance Agency presented insurance options and answered trustees' questions. Discussion included premiums, A++ ratings, endorsements, business references, and customer service. The coverages offered were equal to present library insurance coverages. Worker's compensation insurance proposal had liability limits set at \$500,000 versus current coverage set at \$100,000. D&O insurance proposal was lower in cost by \$1,102.

Afterward, the board discussed the presentation and level of customer service Mr. Baker and Mr. Bandyk demonstrated. Director Tinkham was given the authority to make an appropriate decision toward securing the library's insurance.

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

Director Tinkham reviewed the financial statements. The fieldwork for the FY2019 Audit was performed by Gabridge on March 9 & 10. The library received 61% of both expected Tax revenues and Contributions. Utilities had been higher than previous years. Future budgets must account for that increase. The board asked Director Tinkham to consult Foster Electric about reasons and solutions to the continued problem of library lights being on when the library was closed and overrides were used. On April 1, the library's bond payment was due. The principal payment due was \$25,000 and the interest payment was \$12,272.50. By paying the extra \$5000 last October 2019, the interest amount decreased by \$575.00. Also, the library had an 18 mo. CD at Independent Bank valuing \$7,442.11 This CD will renew on 3-13-20.

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

### 6. DIRECTOR'S REPORT

- Tinkham shared the letter posting the library closure. By EXECUTIVE ORDER No. 2020-9, Newaygo Area District Library will be closed to the public at 3:00 pm on Monday, 3-16-20, and will reopen on Wednesday, April 1, 2020, at 10 am. Staff will be working on in-service projects, answering the telephone and emails, and providing curbside service.
- It was time for the library to renew the contract with library law attorney Anne Seuryneck. Her fees increased from \$200 to \$210 per hours effective May 1, 2020.
- It was time for the library to renew the contract with Lakeland Library Cooperative.

- In keeping with NADL's strategic goals and activities, NADL was updating the website and social media platforms to keep the public abreast of the latest information regarding the 2020 Census reporting and the Coronavirus.

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- Pandemic Procedures

Director Tinkham explained that the proposed pandemic procedures had been shared by the administration of Kent District Library for use by all Michigan libraries. The draft was revised for NADL. After discussion, trustees requested an additional bullet point addressing the procedure for a CDC quarantine and subsequent posting by the Director. Vice-President Burns stated the present quarantine is 14 days. Discussion also included the importance of security of staff wages during extraordinary times as this. The wordage within the document was thought to be sufficient on that point.

A motion to approve the NADL Pandemic Procedures with added bullet point was made by Haege with support by Blamer. AIF/MC

**9. PUBLIC COMMENTS**

**10. BOARD MEMBER COMMENTS**

Blamer said that the Pandemic Procedures document was great, and that staff needed to know they will be paid.

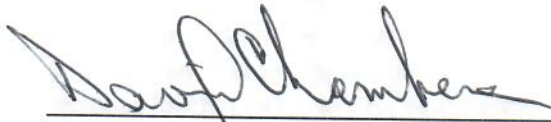
Vitale commended Director Tinkham for putting people first.

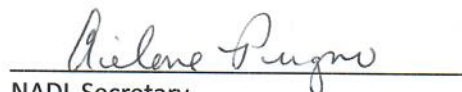
Haege said she was glad library staff will continue to offer patron service and perform in-service work at the library during the closure.

**11. ADJOURNMENT**

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

The meeting was adjourned at 6:40 p.m. by Vice-President Burns.

  
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NADL President

  
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NADL Secretary