



**Regular Meeting of the NADL Board of Trustees
June 15, 2020**

1. CALL TO ORDER

President David Chambers called the public Zoom meeting to order at 5:31 p.m. following requirements of Executive Order 2020-75.

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

2. MINUTES

Approval of Minutes of Regular Board Meeting of May 28, 2020. The motion to approve the May 28, 2020 Minutes was made by Blamer with support by Vitale. AIF/MC

3. PUBLIC COMMENTS

4. RESERVED TIME

- FY2019 Audit Report by Gabridge & Company

Joe Verlin from Gabridge & Company thanked the Board for the opportunity to serve the library in performing the audit. He gave a clean, or unmodified opinion in his report. He commended staff for keeping good records that were verifiable, timely and accurate. Some highlights he pointed out were: As of December 31, 2019, the library assets of 1.2 million exceeded liabilities; the general fund was \$256,936, or 71 % in reserves, which was a very stable position as of 12/31/19; \$232,612 was levied in 2019 for 2020, which was 4.5% higher in 2020.; and for the second year, the library paid down another \$5,000 on long term debt.

Blamer asked for clarification regarding material audited adjustments. Verlin said that most libraries have this finding. This is so common that the treasury disregards this as a finding. The Board and Director thanked Verlin for reporting in the meeting.

5. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements. Expenditures were as expected for this time period. They were 42% of the budget to date. June 4, the library received a delinquent tax check of \$18,183.54 from the county. Up to that date the library had received 92% of the budgeted tax revenues for the year. The library disbursed the final payment for the 2019 audit. Blamer asked what the library was expected to receive from penal fines disbursement and when they would be received. Tinkham expected the disbursement would be lower than the budgeted amount due to the Stay-At-Home orders in effect. The funds were expected in July.

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

6. DIRECTOR'S REPORT

- Some staff returned to work on June 6; the rest began June 8. They completed work that could not be done remotely. June 15, the library lobby was re-opened to allow access to the City. Staff began taking orders for curbside pickup, and served 28 patrons that day. This service will continue to be offered for summer and possibly longer. On Wednesday, staff will begin serving patrons also by in-person appointments. On Thursday, the library will hold the first in-person outdoor performance for summer reading, limiting attendance to 50.

- As of June 15, there were 122 confirmed COVID-19 cases in Newaygo County; 1 new case. Staff and patrons wore masks when interacting in the library. Social distancing was clearly marked, as well as direction of traffic flow and other signage. Staff used cleaning and disinfecting protocols and wore gloves for quarantine areas and cleaning. Sneezeguards were installed.
- On June 1, NADL received a fraudulent unemployment claim. It was properly protested.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- Circulation Policy Draft

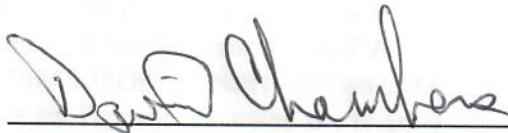
The library had a policy package approved in 2017 that did not include a consolidated circulation policy. This proposed policy draft meshed together: each individual policy, such as the student card policy; unwritten policies of NADL; and responses to areas that Lakeland Circulation policy left to each library board's discretion. Tinkham asked if the Board preferred the draft be submitted to the library attorney to review before they approve it. In discussion, Blamer said the policy was pretty straightforward, and Pugno said to leave it up to the Director. Vitale asked whether the student card policy limitation of 2 items for checkout at a time was too stringent. Tinkham explained that all Lakeland libraries have a limitation because student cards did not require a parent or legal guardian to cosign the account. After discussion, it was decided that Tinkham would contact the attorney for a cost estimate on reviewing the draft, and the Board would revisit this at the July meeting.

9. PUBLIC COMMENTS

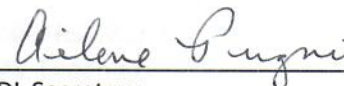
10. BOARD MEMBER COMMENTS

11. ADJOURNMENT

A motion to adjourn the meeting was made by Pugno with support by Blamer. AIF/MC. The meeting was adjourned at 6:09 p.m. by President David Chambers.



NADL President



NADL Secretary