



Regular Meeting of the Board of Trustees  
December 15, 2020

1. CALL TO ORDER

President Chambers called the virtual meeting to order at 5:31 pm Via Zoom: Zoom Meeting ID: 847 5044 3150 Passcode: 203489.

- **Roll Call: Present:** Ailene Pugno, Cindy Blamer, Jen Larsen, Sharon Haege, David Chambers.

**Absent:** Julie Vitale, Michael Burns.

- **Motion to approve the Agenda.** Motion to approve the agenda was made by Haege with support by Blamer. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of December 1, 2020 rescheduled from November 17. The motion to approve the minutes was made by Larsen and supported by Pugno. AIF/MC.

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements. After no questions or comments, a motion to accept the Treasurer's Report and Bills and Cash Disbursements as presented was made by Haege with support by Pugno. AIF/MC.

- **Budget Adjustments**

The budget adjustments were to bring budgeted amounts in line with year-end projected amounts. Blamer noted that Personnel Expense cost center could have been adjusted. After discussion, no adjustment was made. The motion to approve the budget adjustments as presented was made by Blamer with support by Larsen. AIF/MC.

6. DIRECTOR'S REPORT

- ✓ The FOL bookstore has experienced daily sales. It appeared that being open this way was an effective means for funding revenues in support of library projects or needs. From the opening of 11/09/20 to today, the bookstore received \$192 in receipts. The space was under camera surveillance from the City Police cameras, and was posted as such. It will be necessary for weekly replenishing of shelves with donations and straightening of browsed items.
- ✓ On Nov 11, the library held a Zoom meeting with MERS for any interested employees, of which four attended. The MERS Rep would like to meet via Zoom in January with the Board to review the advantages and answer trustee questions related to the library administration of this employee benefit.
- ✓ All staff annual evaluations were complete. This was reported via email to the Personnel Committee last week. There was nothing of significance to discuss. Each meeting was a helpful time for staff and Director to revisit this year of employment, including celebrating staff accomplishments, discussing areas of improvement, and setting goals for continued growth for the new year.
- ✓ Currently 16 of the 42 LLC libraries were open for in-person services. All libraries offer curbside service as needed by patrons. Lakeland Library Cooperative website has a link under Covid-19 to view Lakeland Member Libraries closings and curbside information.

- ✓ The library has a donation wish tree decorating the lobby. Ornaments have suggested donations on them. At present, the library has received \$170 in donations. We thank those who have donated in support of NADL and the community.
- ✓ The library planned to hold an in-person watercolor class on Jan 16. Lori Eslick will return for her popular class. This arts opportunity was partially funded through the MCACA Lowell Arts mini-grant.
- ✓ Great Lakes Digital joined the group of libraries from Lakeland, Suburban, and MCLS to enlarge sharing of electronic collections. This was great news for patrons to have more availability of electronic books to read and to listen.
- ✓ Bibliocore, the replacement of the Encore card catalog, was moving forward for 2021. Newaygo Library opted in for a scoped search format, which allowed library branding and placed all local collections materials on top of the searching formats.
- ✓ Capira app was nearing release. This is a library APP that will display Newaygo Library branding and information.
- ✓ Discussions were ongoing to develop LLC policy and procedures to allow Non-Resident cardholders access to local library digital collectors.

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- **Library Holiday Closing Dates.** The dates were the same as previous years. No changes were requested. Director Tinkham will submit the form to Lakeland.
- **January 2021 Regular Board Meeting Dates and Times.** The Board agreed to meet on January 19 at 5:30 pm. The proposed meeting schedule will be reviewed and approved on that date.
- **New Trustees.**
  - Julie Vitale completed the remaining year of a previous term and agreed to serve a new full term for Brooks Twp.
  - Ailene Pugno completed her term for Garfield Twp.
  - Samantha Kauffman from Garfield Twp. will join the Board in January.
  - Michael Burns completed his term and the library was awaiting confirmation of his continued service.

Director Tinkham thanked Ailene for her library board service and thanked all the trustees for their service on the library board.

**9. PUBLIC COMMENTS**

**10. BOARD MEMBER COMMENTS**

Ailene Pugno said that she enjoyed her service time on the library board. Sharon Haege and everyone in the meeting thanked Ailene for her service.

**11. ADJOURNMENT**

A motion to adjourn the meeting was made by Pugno with support by Haege. AIF/MC. The meeting was adjourned at 5:51 p.m. by President David Chambers.

  
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 NADL Board President

  
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 NADL Board Secretary