



Regular Meeting of the Board of Trustees  
April 20, 2021

**1. CALL TO ORDER**

President Chambers called the meeting to order at 5:30 pm at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Cindy Blamer, Jen Larsen, Sharon Haege, Julie Vitale, Samantha Kauffman, David Chambers.

**Absent:** Michael Burns.

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

**2. MINUTES**

- Approval of minutes of Regular Board Meeting of March 16, 2021. The motion to approve the minutes was made by Haege and supported by Vitale. AIF/MC.

**3. PUBLIC COMMENTS**

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

Director Tinkham reviewed the financial statements. Revenues and expenses were as expected at this time. The library received the first payment of state aid, not reflected in the P&L. The library also received a check for \$1,328.25 from the Friends for last year's 2020 summer reading shirts, and a \$400 disbursement from their FAFD endowment toward this summer reading program. The FAFD also gave the \$18,275 payment of the 2021 Circulation Grant.

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

**5. DIRECTOR'S REPORT**

- ✓ April 6 was National Library Workers Day. Staff were valued and acknowledged for their good work. Three staff received business cards to share with vendors, donors, and programmers as they represent the library and do business with them.
- ✓ The current MDHHS order updated the requirement for mask-wearing to include 2-4-year old children. Otherwise, the order had not changed the occupancy requirements or programming audience limits for libraries. Social distancing and sanitizing continue.
- ✓ The FAFD NADL Endowment was discussed. For 2021, the library could request from \$3,300 to \$4,207.
- ✓ In accordance with the strategic plan, current library programming included opportunities for lifelong learning, current topics and titles, community resources and business and career to all ages. The library received notice of award of a LSTA grant to purchase a 3-D printer. Summer reading planning and development was underway; winners of the SRP kids' and teens' t-shirt logo contests were announced this week.
- ✓ The Friends of the Library will hold a four-hour Memorial Day Sale.
- ✓ Use of electronic resources continues to rise in circulation despite the pandemic restrictions. HOOPLA, an on-demand electronic resource, was discussed. Trustees supported the director to pursue the new resources.

- ✓ The annual audit was wrapping up. Current bank interest and investments were discussed along with the Investment Policy. It was agreed by consensus that library funds should be invested and diversified for protection and rate of return. Tinkham suggested the Finance Committee meet in the future to develop recommendations with information collected.

- ✓ Local Governmental Revenues:

The Board discussed the TIFA/LDFA City capture of library millage revenues. President Chambers directed Tinkham to seek information from the library attorney. The Board also discussed possible upcoming funding opportunities such as from TIFA, ARPA Improving Access Grants, or funding under the American Rescue Plan Act. Library building upgrades such as installation of light filtering shades, roofing, exterior and interior painting, and exterior signage were possible needs for funding.

#### 6. UNFINISHED BUSINESS

Blamer requested clarification on when the Board must decide whether to pay an additional \$5,000 principal on the library bond. Tinkham said the payment must be made by October 1, 2021.

#### 7. NEW BUSINESS

#### 8. PUBLIC COMMENTS

#### 9. BOARD MEMBER COMMENTS

Trustees shared ideas of how to advertise the library to a broader audience, including use of billboards, Near North Now, radio, and paid Facebook ads. Tinkham said the library has a weekly submission to the Times Indicator and also utilizes paid FB ads.

Haege liked the Trustee Manual given in the Board packet. Tinkham said the State sent out only four booklets, but it was available online, too.

Larsen enjoyed the pictures of upcoming books in the Director's Report. She appreciated the information of what staff were reading.

Vitale said the Director did a nice job with the board packet.

#### 10. ADJOURNMENT

A motion to adjourn the meeting was made by Larsen with support by Haege. AIF/MC. The meeting was adjourned at 6:54 p.m. by President David Chambers.

*Attending: Sharon Haege*  
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NADL President

*Samantha Kaufman*  
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NADL Secretary