

**Regular Meeting of the Board of Trustees
September 15, 2020**

1. CALL TO ORDER

President David Chambers called the public Zoom meeting to order at 5:32 p.m. following requirements of Executive Order 2020-154.

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

2. MINUTES

- Approval of minutes of Regular Board Meeting of August 18, 2020. Pugno identified an error on the bottom of page 2: the word "renumeration" should be corrected to "remuneration." The motion to approve the August 2020 minutes with correction was made by Haege and supported by Burns. AIF/MC.

3. PUBLIC COMMENTS

4. RESERVED TIME

- Open Public Hearing on proposed budget for January-December 2021

President Chambers called for a motion to open the FY2021 Budget Hearing. A motion was made by Pugno with support by Blamer. AIF/MC. The public hearing was opened at 5:35 pm.

Director Tinkham said the maximum allowable millage requested to be levied Dec 1, 2020 was 1.0909. This was an operating millage of 1.1 mil elected by vote in August 2010 that was reduced due to the effects of Headlee. Blamer commented that the library millage allowable to levy would likely continue to be reduced by Headlee. The library board should consider in the future placing a new millage proposal on the ballot to re-coop the Headlee loss.

Finance Committee Report (Blamer, Haege, Vitale): Haege reported the Finance committee met with Director Tinkham on September 3 to discuss projected revenues and expenses in the 2021 budget draft. The Committee determined the proposed library budget could afford up to a 4% increase in the director's wage. The proposed salary amount in the budget also afforded hourly staff raises. Blamer identified the current year library budget was projected to experience a surplus at the end of fiscal year 2020. This would result in a larger fund balance. Staff wage comparisons fell within the range of wages offered within nearby area libraries. Keeping staff was important. The Finance Committee should have met and made recommendations to the Personnel Committee before they met for the Director's annual evaluation.

Burns questioned whether the Personnel Committee had a different recommendation in the August meeting than what the Finance Committee recommended now. The Motion from the Minutes of the August Meeting were read: "A motion to accept the Personnel Committee's recommendation and approve the extension of the director's employment subject to financial remuneration benefits at the September Board meeting was made by Vitale and supported by Larsen. AIF/MC."

Director Tinkham reviewed the proposed budget. Effect of Headlee was tempered because property values continued to rise. Proposed state and federal revenues proposed were conservative. Grant funds were based on actual grant proposals submitted. Cost Centers were reduced under Salaries and Wages and Professional Development. Other Cost Centers were increased: Payroll Taxes, which included planning for possible unemployment expenses; Repairs/Maintenance and Utilities; and Contracted Services, because Lakeland Library Cooperative costs were increasing as member libraries migrated from Encore card catalog to BiblioCommons online catalog called BiblioCore.

Burns requested the status of staff and need of hiring replacements. Tinkham said that two staff left employment since July 2020, and one summer employee was not called back due to the unusual summer of restricted services. Current staff were sufficient. The proposed budget included wages to hire one part-time employee in the future, and to increase hours for two current staff.

Blamer said this hearing was to adopt the proposed budget. Tinkham explained in this Budget Hearing the board needed to adopt the budget draft or propose changes and then adopt the budget. Any decision on the director's remuneration was later on the agenda under Unfinished Business. President Chambers called for any further discussion. Hearing none, he called for a motion to close the Public Hearing on the proposed 2021 library budget.

- Close Public Hearing on proposed budget for January-December 2021. A motion was made by Burns with support by Larsen. AIF/MC. The public hearing was closed at 6:02 pm.
- Resolution 2020-04 to adopt budget for FY2021. President Chambers called for a motion to adopt Resolution 2020-04 to adopt the 2021 library budget. A motion was made by Haege with support by Pugno. AIF/MC. Chambers requested a roll call:

Roll Call Yeas: Ailene Pugno, Cindy Blamer, Jen Larsen, Sharon Haege, Michael Burns, David Chambers.
 Nays: None
 Absent: Julie Vitale.

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements. Revenues and expenses were as expected and similar to last month. A budget adjustment for unemployment taxes may be required later in the year due to the State unemployment extension. After no questions or comments, a motion to accept the Treasurer's Report and Bills and Cash Disbursements as presented was made by Burns with support by Blamer. AIF/MC.

5. DIRECTOR'S REPORT

Tinkham reported:

- ✓ Today Children's Specialist Tim Hill offered in-person Storytime Outdoors in Brooks Park. Eight participants enjoyed the time spent listening to 3 stories and making paper airplanes. This will continue while the weather holds.
- ✓ On Monday, NADL began offering a new interactive live-stream program called "Wimee's Words." The 30-minute online show will air every weekday and allow kids to interact with the show. It encourages kids to get creative and use their imagination,

build their vocabulary in both English and Spanish and work on storytelling through puppetry, music and wordplay. The Kent District Library was streaming it also. This show gave parents and caregivers in our rural community access to a great learning resource. The cost of a year subscription was \$2,000 for NADL. However, the team at Wimage offered NADL an in-kind contribution of a subscription for 1 year.

- ✓ Through a Cares Act Grant, NADL purchased three T-Mobile hotspots. They were already circulating and patrons were placing holds to reserve the devices.
- ✓ Newaygo Area District Library was participating in this year's #LibrariesTransform Book Pick digital reading program. The book was, "Book of the Little Axe." NADL will be lending eBook copies Sept. 14-28 without waitlists or holds. All that was needed was a library card and the Libby app to borrow and read the eBook. More information was on the website and FB.
- ✓ The length of quarantining materials has remained at 96 hours (4 days.) Member libraries have agreed to continue to suppress fines until November 2.
- ✓ September was Library Card Month. NADL has seen several people either updating their accounts or requesting new accounts.

6. UNFINISHED BUSINESS

▪ Director's Contract

Burns called for a motion to reconvene the Personnel Committee to revisit the Finance Committee's recommendations before voting to increase the director's salary.

Larsen said the Finance Committee met and reviewed the budget proposal and then reported today that it was feasible. That information was what the Personnel Committee had requested from them during the previous meeting. The Personnel Committee did not need to meet again.

Pugno agreed. Last month the Board voted to continue the director's contract and to revisit in September whether the library budget would support a salary increase for the director. The Finance Committee met and came back to report as requested in the August meeting. Staff increases were feasible. They answered the questions. We do not need to meet again.

The motion on the floor was not supported. A new motion to provide a 4% increase on the director's salary for 2021 was made by Larsen with support by Pugno. MC. President Chambers called for a roll call.

Roll Call Yeas: Ailene Pugno, Cindy Blamer, Jen Larsen, Sharon Haege, David Chambers.
 Nays: Michael Burns.
 Absent: Julie Vitale.

7. NEW BUSINESS

Gabridge & Co. Bid for Library Audit FY 2021-2022. (Correction of agenda -should be 2020-22) Director Tinkham said Gabridge provided an affordable audit; were knowledgeable of library business having been retained by the Lakeland Library Cooperative; and they were competent to work with. She recommended the library hire Gabridge for up to the next 3 years. A motion to approve Gabridge & Co. as the library auditing firm for the next three audit years was made by Burns with support by Pugno. AIF/MC.

8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

Larsen thanked the Finance Committee for meeting and giving the financial recommendation to the Board addressing the director's wage increase. The question had been: In this uncertain time would the library budget be able to support this? She expressed gladness that the Board could do this for Director Tinkham and her staff.

Pugno said it was important the Personnel Committee have that financial information to review prior to the director's evaluation.


Burns said he supported Director Tinkham and that she does a phenomenal job at the library.

Haege said the director received a conservative raise.


Director Tinkham thanked each trustee for their support and approval of her work as the library director.

10. ADJOURNMENT

A motion to adjourn the meeting was made by Burns with support by Pugno. AIF/MC.
The meeting was adjourned at 6:22 p.m. by President David Chambers.



NADL President



NADL Secretary