



Regular Meeting of the Board of
Trustees June 15, 2021

1. CALL TO ORDER

President David 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, Sharon Haege, Samantha Kauffman, David Chambers.
Absent: Jen Larsen, 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 May 18, 2021. Motion to approve the minutes was made by Haege and supported by Kauffman. AIF/MC.

3. PUBLIC COMMENTS

4. RESERVED TIME

- FY2020 Audit Report by Ian Rees, Gabridge & Company.

Mr. Rees said the library received a clean, or unmodified opinion, in his audit report. Some highlights were: The library increased net position by \$35,543; the general fund increased by \$52,111; unassigned fund balance was 109.6% of the general fund's total annual expenditures, which was a healthy position. The library's cash increased approximately \$70,000; there was a slight decrease in net capital assets through depreciation; and the library reported compensated absences for the first time--almost \$5,000. Net position of \$943,422 reflected investment in the building, furniture, equipment and library circulation collections. Recreation and Culture expenses decreased due to library closures during the year due to Covid-19. Mr. Rees noted the library did have a custodial credit risk of almost \$43,000 and suggested the library open another account to mitigate the risk. Tinkham said the finance committee was in process of making board recommendation to invest funds in CDs. Rees said Director Tinkham did a very good job of budgeting. The Board and Director thanked him for reporting in the meeting. Tinkham said that Mr. Rees was working with her to update the library chart of accounts in July.

5. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements. Current revenue and expenses were as to be expected for May. The library received a large 2020 delinquent tax payoff check of \$18,071.13. Book fines and interest revenues continued to be extremely low due to continued cooperative-wide waiving of overdue fines and lowered interest rates in light of the pandemic. MCACA notified Tinkham that additional funding was available for 2020-21 Minigrants due to canceled projects. Because of this, they will fully fund NADL's 2021 Minigrant request for a total of \$4000 (original grant award was \$2000).

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

6. DIRECTOR'S REPORT

- ✓ Submitted job ad to local newspapers for part-time circulation assistant. Cathy MacLeod's last day will be June 30. She was moving away from the area.
- ✓ The Michigan Humanities MiHope Grant opened. Grants were available to provide general operating support, programming support, or a combination of both. NADL may request up to \$15,000. Actual amount awarded might be less than amount requested and will be determined by the MI H.O.P.E. grant review committee. The deadline to apply is Aug 2. Grant funds must be used between Sept 2021-2022.
- ✓ The Emergency Connectivity Fund Program will provide support to schools and libraries for the purchase of laptop and tablet computers, Wi-Fi hotspots, modems, routers, and broadband connectivity during the COVID-19 pandemic for use by students, school staff, and library patrons who would otherwise lack connected devices and/or broadband connections sufficient to fully engage in remote learning. The app filing window opens June 29, 2021, which will fund equipment and services for the upcoming 2021-22 school year for funding for purchases to be made between July 1, 2021 and June 30, 2022. Tinkham will join a meeting about it on Wednesday.
- ✓ The historic average physical circ per year hovered around 35,000 except for 2019, which was extremely high. Projected circulation for 2021 projection will likely near the historic average.
- ✓ Hoopla circulation has started out slow as expected until the news of the resource saturates the community. The library will continue to market.
- ✓ Summer Reading has taken off well. Adults 71; Teens 49; Kids 132. Tim Hill and Tinkham participated in Kids Day on Saturday. In 3 hours, they signed up 100! Anna Kausch, NCRESA student intern, has joined the staff team for the summer.
- ✓ After several meetings, the Non-Resident Card committee will submit a policy draft proposal to the Advisory Committee at Lakeland next month. The main features of the new policy would allow member libraries to permit non-resident card holders access to electronic items in addition to current local use physical items; and all libraries must charge a fee for the NR card. Tinkham would like to bring a new NADL non-resident policy draft to the board next month along with a suggested updated fee for board approval.

7. UNFINISHED BUSINESS

- 2021 Budget Process and Investments.

The Finance Committee met on June 2 to discuss investing library funds into CDs and to discuss the upcoming budget. Blamer said the Finance Committee asked Director Tinkham to provide an updated wage comparison study; more information from Gerber Federal Credit Union regarding 12- and 24-month CD rates; and a spreadsheet identifying projected grant revenues vs grant expenditures within the proposed budget. The Committee will meet with Tinkham on June 30 to review the new information in preparation for the FY2022 proposed budget, investment proposals, and to prepare wage & salary recommendations for the Board at the July 20 meeting, which the Personnel Committee would require in preparation for the August Director evaluation and September Budget hearing.

8. NEW BUSINESS

- 2021 Library Director Evaluation Process – Personnel Committee

All trustees should turn in their completed Director Evaluation form to the Personnel Committee at the July 20 Regular Board Meeting. The Personnel Committee should set a date to meet before

the August Board Meeting to create a summarized director evaluation document and to perform the evaluation at the August Meeting.

- Library Board Meeting Date

Trustee Michael Burns had requested by email to the board to change the meeting time to 7 pm on the same 3rd Tuesday of the month so that he would be able to attend. The current 5:30 pm time interfered with his work schedule. After discussion among the four trustees in attendance, Chambers felt it best to poll the remaining two trustees before voting. He directed Tinkham to contact them for their time preference either 6:00, 6:30, or 7:00 pm. A decision would be made at the July 20 meeting for a new time for the August 17 meeting. Those in attendance at this meeting agreed Tuesday was still the day of choice, but a 6:30 pm meeting time was their preference; however, they could make 7 pm work if needed. No motion was presented.

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. ADJOURNMENT

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

The meeting was adjourned at 6:17 p.m. by President Chambers.



NADL President



NADL Secretary