



Regular Meeting of the Board of Trustees
Aug 17, 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, Jen Larsen, David Chambers.
- **Absent:** Julie Vitale; and a vacant seat for the City.
- **Motion to approve the Agenda.** Motion to approve the agenda was made by Blamer with support by Haege. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of July 20, 2021. Motion to approve the minutes was made by Haege and supported by Kauffman. AIF/MC.

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements. The chart of accounts had been updated and a few new accounts were added. To date the library received 85% of expected revenues. Penal fines and State Aid were slightly higher than anticipated. Technology expenses were higher than originally budgeted because the library was awarded and expended the LSTA Grant for the 3D printer and supplies. Total expenses were at 57% of budget.

Motion to approve the financial reports was made by Larsen with support by Haege. AIF/MC

- **Budget Adjustments.** An additional adjustment was requested to include the \$2,500 LSTA Grant spending under account 977.000 – Tech Upgrade. Motion to approve the budget adjustments as presented was made by Blamer with support by Haege. AIF/MC

5. DIRECTOR'S REPORT

- LLC will provide new service to member libraries as a clearinghouse offering a group of policies to provide direction to member library boards and directors.
- **Pandemic protocol:** The library currently welcomes but does not require face masks; social distancing was also recommended. Currently the County was in a cautionary state.
- **Summer Reading Program** had just over 500 people in participation. Approximately 50% of them met their reading goals. Local businesses donated over \$2000.
- The new library 3D printer was nearly ready for the first classes for teens. Printing policy and other forms for public use must yet be written and approved.

6. UNFINISHED BUSINESS

- GFCU Certificates of Deposit Update.

Treasurer Haege and Director Tinkham prepared the transfer check from Independent Bank to Gerber Federal Credit Union for two \$100,000 certificates of deposit as approved at the July Board Meeting.

- Presentation of Preliminary 2022 Budget.

Director Tinkham will be reviewing awarded grants and updating figures before the budget hearing in September.

7. NEW BUSINESS

- Bid Award Contract for Cleaning Library Facility.

Director Tinkham sought bids from three businesses: 2 declined bidding. Sue Rosendall from SUEper Clean submitted a bid. She was licensed and insured, with a crew ready to begin Sept 1. After discussion, the Board recommended Tinkham have the cleaning company do a run through and adjust their bid with a more accurate number of hours required per week before a contract was signed.

- 2021 Library Director Evaluation.

Trustee Larsen reviewed the method and scoring of the Director's Review. She delivered the review with Board comments. Director Tinkham received positive responses in all areas, and overall, Larsen said, Director Tinkham did a great job through difficult times.

- Director's Contract.

Larsen said the Personnel Committee recommended the Board continue the Director's Contract with the increased stipend and vacation days recommended by the Finance Committee in the July meeting. Motion to continue the Director's contract with proposed revised benefits was made by Haege with support by Larsen. AIF/MC


Director Tinkham thanked the Board for their recognition and support.

8. PUBLIC COMMENTS

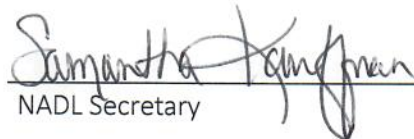
9. BOARD MEMBER COMMENTS

10. ADJOURNMENT

A motion to adjourn the meeting was made by Haege with support by Blamer. AIF/MC.
The meeting was adjourned at 6:23 p.m. by President Chambers.



NADL President



NADL Secretary