

Minutes of the
Regular Meeting of the Board of Trustees
March 15, 2022

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:** Jen Larsen, Cindy Blamer, Sharon Haege, David Chambers.
Samantha Kauffman joined the meeting at 5:40 pm.
Absent: Julie Vitale, Vacant seat for the City.
- **Motion to approve the Agenda.** Motion to approve the agenda was made by Haege with support by Larsen. AIF/MC.

2. MINUTES

Approval of minutes of Regular Board Meeting of February 15, 2022. Motion to approve the minutes was made by Blamer and supported by Haege. AIF/MC.

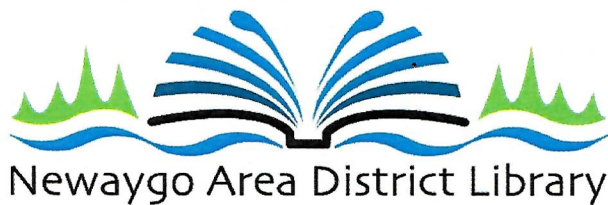
3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. The library bond payment was due April 1. Tinkham will send an updated payment schedule to the Board. Blamer said the library had a healthy fund balance. In upcoming years, it would be advisable to contact Choice One Bank about possible early payoff options. Motion to approve the financial reports was made by Larsen with support by Blamer. AIF/MC.

5. DIRECTOR'S REPORT

- ✓ History was made! Due to a population increase recorded in the 2020 Census, the Library of Michigan notified Tinkham that the Newaygo Library had moved in class size from Class 2 to Class 3!
- ✓ The FY2021 Audit was in progress and the field work was scheduled for next week.
- ✓ Replacement of two broken windows in the lower level was scheduled. The library insurance covered the cost minus the deductible.
- ✓ Square Payments at the library: The library was working to go live with Square payments soon. Patrons will have the convenience of paying with debit or credit cards for any payment greater than \$2.00.
- ✓ Staff Wages: Tinkham reviewed the increase in the cost living and how it was affecting her staff. She alerted the Board to the need to re-evaluate staff wages to remain competitive in this business climate. Chambers said the Board had previously given the Director ability to adjust wages within the Tier 1 & Tier 2 Pay Range Scale approved in the August 2021 Regular Board meeting. Blamer said if needed at a future board meeting, Tinkham should advise when a budget adjustment was needed. After discussion, it was decided that the Personnel Committee should meet with Tinkham to review the personnel policy, including fringe benefits. Tinkham will contact the committee members to set a date.



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- Roll Call: Present: Jen Larsen, Cindy Blamer, Sharon Haege, David Chambers.
Samantha Kauffman joined the meeting at 5:40 pm.

Absent: Julie Vitale, Vacant seat for the City.

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

2. MINUTES

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6. UNFINISHED BUSINESS

7. NEW BUSINESS

- Resolution 01-2022 to Adopt Credit and Debit Card Policy.

Motion to approve Resolution 01-2022 to Adopt a Credit and Debit Card Policy was made by Haege with support by Kauffman. AIF/MC. After discussion, President Chambers called for a Roll Call Vote:

Yeas: Samantha Kauffman, Cindy Blamer, Sharon Haege, David Chambers, Jen Larsen.

Nays: None.

Absent: Julie Vitale, Open seat from the City.

- Resolution 02-2022 to Adopt 3D Printing Policy. (Motion, RC)

Motion to approve Resolution 02-2022 to Adopt a 3D Printing Policy was made by Blamer with support by Larsen. AIF/MC. President Chambers called for a Roll Call Vote:

Yeas: Samantha Kauffman, Cindy Blamer, Sharon Haege, David Chambers, Jen Larsen.

Nays: None.

Absent: Julie Vitale, Open seat from the City.

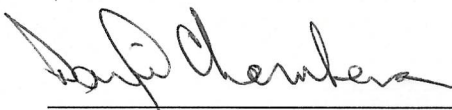
8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

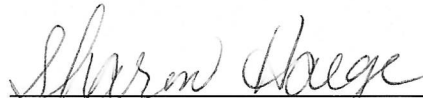
Haege: The Director's Report was well done.

10. ADJOURNMENT

Motion to adjourn the meeting was made by Larsen with support by Haege. AIF/MC
President Chambers adjourned the meeting at 6:28 p.m.



NADL President



NADL Secretary



Treasurer