

Minutes of the Regular Meeting  
of the Board of Trustees  
April 18, 2022

**1. CALL TO ORDER**

President David Chambers called the meeting to order at 5:31 pm at the Newaygo Area District Library Conference Room, 44 N State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Julie Vitale, Jen Larsen, Sharon Haege, David Chambers. Patty Goodman joined the meeting at 5:40 pm.

**Absent:** Cindy Blamer, Samantha Kauffman.

- **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 March 15, 2022. Motion to approve the minutes was made by Haege with support by Larsen. AIF/MC

**3. PUBLIC COMMENTS**

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

Director Tinkham reviewed the financial reports. Income and expenditures were as expected. ARPA Equipment Grant spending had begun. The library received shipments of the picnic tables and charging benches. Two checks/invoices had been held until next pay cycle. The first disbursement of State Aid for Libraries was ≈\$3657 versus the ≈\$2938 in 2021. This increase was due to the new library class size. Vitale noted the staff salaries were at budget for this time of the year. Motion to approve the financial reports was made by Larsen with support by Haege. AIF/MC.

**Budget Adjustment Request:** Tinkham explained that the library commercial insurance package increased in cost due to the inflationary replacement value of the building. Coverage increased from \$2,800,000 to \$2,940,000. All other insurance policies remained the same as last year. However, once the library audit report was complete, it was likely the Worker's Comp. package would also increase. A motion to approve the budget adjustment as presented was made by Vitale with support by Goodman. AIF/MC

**5. DIRECTOR'S REPORT**

- ✓ The library hired retired Fremont school teacher Tamara Hansen-Campbell. She had begun her 2<sup>nd</sup> week of training. Besides learning circulation, she will help with youth programming.
- ✓ The two broken windows were now replaced. This week, Tridonn Construction will also inspect the front steps for repair. The cement was crumbling on the edges, causing the metal strips to loosen. This tripping hazard must be repaired before re-opening the front doors for entrance.
- ✓ Both summer reading programs and the 2023 Michigan Grown humanities and arts program planning were under way. The summer reading t-shirt contest winners were announced.
- ✓ Planning was underway for new upper elementary and middle school age reading clubs. Also, the library was discussing resuming Baby Babbletime for infants.
- ✓ Eleven laptops and hotspots were offered for circulation. This had been well received by patrons lacking connectivity and computers at home. These were made possible through a LM ARPA Equipment Grant and an ECF Grant.

## 6. UNFINISHED BUSINESS

- Credit and Debit Card Policy Revision

Because fees and service charges change over time, it was helpful if the policy did not define the exact amount of charges. A motion to amend the Credit and Debit Card Policy by removing the wording defining charge amounts, and replacing them with the phrase, "a reasonable transaction charge and fee will be added to each card transaction," was made by Haege with support by Vitale. AIF/MC.

## 7. NEW BUSINESS

- Appointment of Patty Goodman to Personnel Committee.

President Chambers appointed Patty Goodman to the Personnel Committee.

- Personnel Committee Report: Suggested Personnel Policy Revisions.

Personnel Committee Member Jen Larsen shared that the committee had met with Director Tinkham to review current policy governing employee paid leave benefits and to discuss possible benefit options. Tinkham said the goal was to improve benefits thereby creating incentive to work and longevity of employment. Also, it was needful to make benefits readily understandable, reasonable, and reachable for employees.

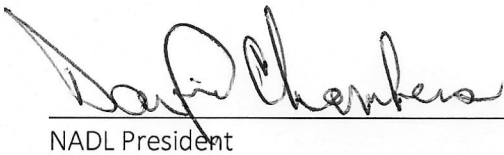
The Board discussed proposed changes. It was decided that more information was needed before approving. The Personnel Committee was instructed to continue to work with Director Tinkham as she collected more policy examples and information. As needed, a Special Board Meeting will be called to allow deeper discussion between the members of Personnel and Finance Committees and while upholding the OMA.

## 8. PUBLIC COMMENTS

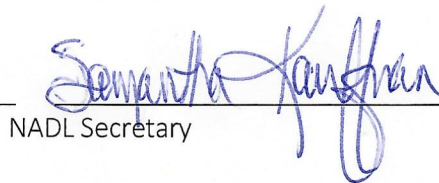
## 9. BOARD MEMBER COMMENTS

## 10. ADJOURNMENT

Motion to adjourn the meeting was made by Vitale with support by Goodman. AIF/MC  
President Chambers adjourned the meeting at 6:52 p.m.



NADL President



NADL Secretary