

Minutes of the
Regular Meeting of the Board of Trustees
July 19, 2022

1. CALL TO ORDER

President David Chambers called the meeting to order at 6:00 pm at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Patty Goodman, Jen Larsen, Julie Vitale, Sharon Haege, Samantha Kauffman, David Chambers.

Absent: Cindy Blamer.

- **Motion to Approve the Agenda.** President Chambers called for a motion to approve the agenda as presented. Director Tinkham requested budget adjustments be added to the agenda. A motion to approve the updated agenda with the additional business as stated was made by Haege with support by Larsen. AIF/MC.

2. MINUTES

Approval of Minutes of Regular Board Meeting of June 21, 2022. Motion to approve the minutes was made by Haege and with support by Kauffman. AIF/MC.

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. As advised by the Finance Committee, two new revenue and expense accounts were added to handle damaged or replacement fees and replacement purchases of collections materials. The pass thru revenue and expense accounts now balanced as they should. Adjustments on grant purchases had shifted spending from what was originally planned and budgeted, requiring budget adjustments. Motion to approve the financial reports as presented was made by Haege with support by Vitale. AIF/MC.

On the Adjusted Budget Report, a budget adjustment was requested to be made on Miscellaneous Income and Other Expenses to account for the current spending in the pass thru accounts. Pass thru expenditures included replacement of two windows, installation of the cellular communicator for the alarm system, and miscellaneous replacement fines returned to the owning libraries. The request for increasing the Capital Outlay – Other budget line resulted from a change in grant purchasing of the 3rd charging bench. The two new budget lines also required projected budget amounts.

101-671 Misc Other Income – Pass Thru proposed adjustment: \$5,700.00;

659.000 Damaged and Replacement Fees proposed budget: \$ 850.00;

101-985 Capital Outlay – Other proposed adjustment: \$23,138.00;

982.003 Replaced Circulation Items proposed budget: \$300.00;

957.000 Other Expenses Pass Thru proposed adjustment: \$5,200.00.

Motion to accept the five budget adjustments as presented was made by Larsen with support by Kauffman. AIF/MC.

5. DIRECTOR'S REPORT

- ✓ On July 18 during the 6 am 9 & 10 News broadcast, NADL was featured with a story about the ARPA Equipment Grant project within the community. Overall, the library had received positive feedback and comments. The project was soon to be completed on schedule.

- ✓ The children's staff were preparing two book clubs to begin in August. The WonderKids Book Club was for children in grades 5-8. The Elementals Book Club was for children grades 3-6. The library received a LM LSTA grant to purchase 36 Wonderbook titles which were formatted in large print with sound recording in the cover. The goal of these literacy book clubs was to incorporate literacy with S.T.E.A.M. activities to help struggling readers succeed at reading while at the same time experiencing a love of learning. The clubs will meet on August 20 & 25.

6. UNFINISHED BUSINESS

- Personnel Policy Update – Personnel Committee. Vice-President Larsen reported that the committee met with the Director on July 8 to review the attorney's policy draft. Overall it looked good, but a few areas were sent back to the attorney to address.
- 2021 Library Director Evaluation Process – Personnel Committee. Vice-President Larsen and the Personnel Committee will meet on August 11 to prepare the final director evaluation. Board Secretary Kauffman will deliver the evaluation at the August Board Meeting.

7. NEW BUSINESS

- Consumers Energy Small Business Energy Efficiency Program. Director Tinkham shared a quote from LEADER Lights LTD to refit library lighting with LED. The quote included projected cost savings in energy consumption. Nieboer Electric was going to create a quote on Wednesday. Foster Electric (who installed current lighting) would also be invited to provide a bid.

8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

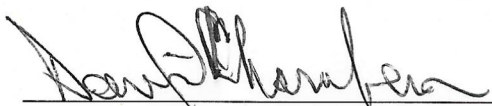
Haeger liked how well the library was doing.

Larsen liked the convenience of viewing the new release shelves of books prominently placed in the upper level.

10. ADJOURNMENT

Motion to adjourn the meeting was made by Goodman with support by Haeger. AIF/MC

President Chambers adjourned the meeting at 6:40 p.m.



NADL President



NADL Secretary