



Regular Meeting of the Board of Trustees
October 18, 2022

1. CALL TO ORDER

Vice-President Jen Larsen called the meeting to order at 5:30 pm at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Sharon Haege, Julie Vitale, Patty Goodman, Jen Larsen. Cindy Blamer joined the meeting at 5:45 pm.
Absent: Samantha Kauffman, David Chambers.
- **Motion to Approve the Agenda.** Motion to approve the agenda was made by Goodman with support by Vitale. AIF/MC

2. MINUTES

- Approval of Minutes of Regular Board Meeting of September 20, 2022. Motion to approve the minutes was made by Haege and supported by Goodman. AIF/MC.

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. Revenues were at 90% of budget. Expenses were at 74% of budget. The additional debt principal payment was disbursed. The Personnel Expenses budget will be closely monitored during the next three months while two additional staff were trained. A motion to accept the financial reports was made by Haege with support by Vitale. AIF/MC

5. DIRECTOR'S REPORT

- ✓ Circulation Team Lead Kaitlin Moulds will finish employment with NADL just prior to Christmas as she and her husband prepare for the birth of their son.
- ✓ The library hired two new part-time circulation staff. Both are in-training for a 90-day period. Jessica Mitchel is a recent graduate from GVSU with a Bachelor Degree in Multimedia Journalism. She enjoys being involved in theatre and has most recently acted in the Dogwood Summer-Youth Theatre productions in Fremont. Tiffany Chase is a recent graduate of Oregon State University with a Liberal Arts Bachelor of Science with a focus on Anthropology, Archeology, and Arts. She enjoys animals and has volunteered at the Newaygo County Animal Shelter.
- ✓ Local downtown businesses were holding a Scarecrow Stroll with NADL as the starting point. Kids may stop in on the 29th to decorate a bag, pick up a ballot, and participate in the library's READING IS A TREAT. They may choose a free book for their personal libraries, and a cookie.
- ✓ Director Tinkham was attending the Michigan Library Association Annual Conference in Port Huron from October 19-21.
- ✓ The library will hold a large used book sale now through the first week of November.
- ✓ Staff In-Service on October 10 was very useful for staff training, team-building, and organizing area of the library needing attention. Sergeant Walerczyk from the Newaygo Police Department taught staff about safe practices when encountering difficult situations, including active shooter scenarios.

6. UNFINISHED BUSINESS

- Personnel Policy Draft Update. Director Tinkham shared attorney notes with the Board. After discussion, a few minor changes or clarifications were determined and will be sent to the attorney. The Board will receive a clean copy for approval at a future meeting.

7. NEW BUSINESS

- Bid Proposal from Gabridge & Co. for 2023-2025 Financial Audits.

After discussion, a motion to accept the bid proposal from Gabridge & Co. for 2023-2025 Financial Audits was made by Goodman and supported by Blamer. AIF/MC

8. PUBLIC COMMENTS


9. BOARD MEMBER COMMENTS

10. ADJOURNMENT (Motion)


Vice President Larsen called for a motion to adjourn the meeting.

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

The meeting was adjourned at 6:24 p.m. by Vice President Larsen.



NADL President



NADL Secretary