

Regular Meeting of the Board of Trustees
December 20, 2022

1. CALL TO ORDER

Vice-President Jen Larsen called the meeting to order at 5:31 p.m. at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Sharon Haege, Julie Vitale, Jen Larsen, Samantha Kauffman, Cindy Blamer.

Absent: Patty Goodman, David Chambers.

- **Motion to Approve the Agenda:** Motion to approve the agenda was made by Blamer with support by Kauffman. AIF/MC.

2. MINUTES

- Approval of Minutes of Regular Board Meeting of November 15, 2022. Motion to approve the minutes was made by Haege with support by Blamer. AIFMC

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial reports. The expenses and revenues were both at 92% of the last adjusted budget. Budget adjustments were either redistributing the line amounts within cost centers or were adjusting for estimated end of year needs. The largest change was in ARPA or Emergency Connectivity grant funding, and in General Operating and Payroll expenses.

Motion to approve the Financial reports as presented was made by Haege with support by Kauffman. AIF/MC

- Budget Adjustments. Motion to approve the budget adjustments as presented was made Haege with support by Blamer. AIF/MC

5. DIRECTOR'S REPORT

- ✓ Michigan's Minimum Wage was set to increase on January 1, 2023 from \$9.87 to \$10.10 per hour as set by Michigan's Improved Workforce Opportunity Wage Act of 2018 establishing the annual schedule of increases. There was pending litigation that might affect this minimum wage increase. Pending final resolution of an appeal, the minimum wage rate for 2023 would be \$13.03 and \$11.73 for tipped employees.
- ✓ A writer for American Libraries Magazine, an affiliate of the American Library Association, contacted the library to interview about the installation of the WIFI charging benches. He was writing an article about libraries in the U.S. meeting connectivity needs in their communities through these projects.
- ✓ Tammie Campbell, Children's Services Specialist, was already lining up events for Summer Reading 2023.
- ✓ Inclement weather advisories for this week may require altering library closing times.
- ✓ Attorney Karl Butterer informed the Board through email that due to recent developments, the Michigan Paid Medical Leave Act was likely to become ineffective on 2/20/22, and the Earned Sick Time Act (ESTA) will likely replace it. The ESTA requires that leave time for qualifying sick leave accrue for all employees based upon the number of hours worked. The Board will need to review policy to make sure it complies with the ESTA effective 2/20/22.

- ✓ The library was beginning to offer Transparent Language Online: Complete language-learning solution; featuring: 110+ languages; an Extensive English collection (American Citizenship Test prep course+), Alphabet lessons; Interactive learning activities encourage learners to practice all four modalities: listening, speaking, reading, and typing; and mobile learning.
- ✓ Mary Franklin was awarded her Level 4 library certification and Tiffany Chase was awarded her Level 3 certification. Staff reviews were completed and had been reported to the Personnel Committee.
- ✓ This month, the library had its overhead lights throughout the facility replace with LED. Six emergency ballasts had to be replaced; more may need to be in the future.
- ✓ David Chambers and Sharon Haege agreed to serve another term on the Board.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- January 2023 Regular Board Meeting Date and Time. The Board will meet on Jan 17, 5:30 pm.
- Resolution 04-2022. Resolution to Adopt Employee Handbook Policy.

Motion to adopt the Employee handbook Policy was made by Vitale with support by Kauffman. AIF/MC

Vice-President Larsen called for a roll call.

Roll Call: Yeas: Sharon Haege, Julie Vitale, Samantha Kauffman, Cindy Blamer. Jen Larsen.

Nays: None

Absent: David Chambers, Patty Goodman.

Resolution 04-2022 to Adopt Employee Handbook Policy passed.

8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS

Cindy Blamer wished everyone Merry Christmas.

Sharon Haege said everything looked good at the library. The Giving Tree donations also were increased.

Samantha Kauffman asked how the Christmas Walk was. Director Tinkham said it was very successful with perhaps 200 visitors to the library for the book sale and the middle and high school art exhibits.

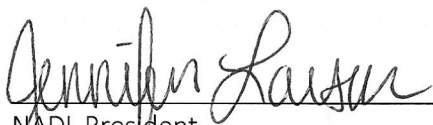
Julie Vitale said that it was good how the library participates in local activities, like the Scarecrow Stroll and the Christmas Walk.

10. ADJOURNMENT

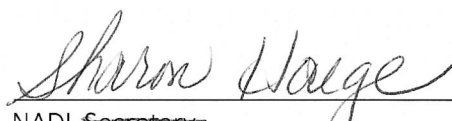
Vice-President Larsen called for a motion to adjourn the meeting.

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

The meeting was adjourned at 6:22 p.m.



 NADL President
 Vice President



 NADL Secretary
 Treasurer