



Special Meeting of the Board of Trustees
July 06, 2023

1. CALL TO ORDER

President David Chambers called the meeting to order at 5:31 p.m. at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

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

Absent: None.

- **Motion to Approve the Agenda:** President Chambers called for a motion to approve the agenda. Motion to approve the agenda was made by Goodman with support by Kauffman. AIF/MC.

2. PUBLIC COMMENTS

3. SPECIAL BUSINESS

- **Acceptance of the Retirement Letter from Director Tinkham.** Motion to accept the retirement letter as presented at the Regular Board Meeting on June 20, 2023, tentatively effective for October 30, 2023, unless otherwise needing to be extended, was made by Vitale with support by Blamer. AIF/MC.

- **Human Resources.**

- ✓ **Employee Hybrid / Remote Work Policy (Resolution 01-2023).** After discussion, a motion to approve Resolution 01-2023 Employee Hybrid / Remote Work Policy was made by Haege with support by Larsen. AIF/MC.

Roll Call: Aye: Julie Vitale, Samantha Kauffman, Patty Goodman, Cindy Blamer, Sharon Haege, Jen Larsen, David Chambers.

Nay: None

- ✓ **New Financial Job Position/Description/Hiring.** After discussion of the proposed new job description and library organizational chart, a motion to approve the job position of Assistant Director of Finance and organizational chart was made by Goodman with support by Blamer. AIF/MC. Director briefly left the meeting for a few minutes. Once she returned, and upon further discussion regarding filling the part-time position, a motion to hire Tinkham to be the Assistant Director of Finance, effective October 31, 2023, was made by Goodman with support by Blamer. AIF/MC. A contract will be completed at a future Board meeting.

- ✓ **New Director Job Description and Job Ad.** After discussion, a motion to approve the new director job ad and job description was made by Vitale with support by Goodman. AIF/MC.

Vice-President Larsen requested the August 15th Regular Board Meeting date be changed to August 29 at 5:30 pm. After discussion, all agreed to make the meeting date change.

A Special Board Meeting date of September 6 at 5:30 pm was called to discuss director applications submitted.

- **Budget Planning.** Director Tinkham updated the Board on the 2024 Budget draft which included the new position.

4. PUBLIC COMMENTS

5. BOARD MEMBER COMMENTS

6. ADJOURNMENT

President Chambers called for a motion to adjourn the meeting. Motion was made by Haege with support by Larsen. AIF/MC.

Meeting was adjourned at 7:13 p.m.



NADL President



NADL Secretary