

Minutes of the  
Regular Meeting of the Board of Trustees  
August 29, 2023

**1. CALL TO ORDER**

President David Chambers called the meeting to order at 5:34 p.m. at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** Samantha Kauffman, Sharon Haege, Jen Larsen, David Chambers, Cindy Blamer, Patty Goodman. Julie Vitale joined the meeting at 5:37 p.m.

**Absent:** None.

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

**2. MINUTES**

- Approval of Minutes of Regular Board Meeting of July 18, 2023. 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. Cost center budgets did change, though some line item amounts as indicated on the reports were adjusted within the cost centers.

Motion to approve the Financial Reports and Bills and Cash Disbursements was made by Haege with support by Kauffman. AIF/MC

**5. DIRECTOR'S REPORT**

- ✓ Online banking was ready to be set up.
- ✓ The library email addresses were being updated.
- ✓ Tech updates: Accounting and new Director PCs were set up and in operation.
- ✓ Dollar General grant was awarded to purchase two new educational PCs for the children's' library.
- ✓ After Labor Day, the city will begin reconstruction of a traditional curb along the front of the library, and under the book drop canopy.
- ✓ Staffing update.

Larsen asked how the library was promoting September is Library Card Month. Besides promoting in the newspaper, onsite, and on the website and social media, it was suggested to send flyers to the elementary and middle schools to send home with parents.

**6. UNFINISHED BUSINESS**

- 2023 Library Director Evaluation.

Secretary Kauffman from the Personnel Committee reviewed the method and scoring of the Director's evaluation, then delivered the review with Board comments. Director Tinkham received high marks in all areas, and was commended for having done an excellent job as director of the library. Tinkham was thanked for all the time, talent and dedication she put into the library over the years. She was leaving the library in a better place. Trustees were pleased to see her continued employment as Assistant Director of Finance.

Tinkham's current contract expires in August of 2024. Her paid time-off compensation renewed. Once Tinkham makes the transition to Assistant Director of Finance, a new contract will be drafted.

- Presentation of Preliminary 2024 Budget.  
Tinkham presented the budget draft. Blamer from the Finance Committee said it looked good and the figures shown could be used for the upcoming budget hearing.
- Personnel Committee New Director Hire Updates.  
The Personnel Committee updated the Board and plans were discussed for the next three Special Meetings for interviewing candidates and making hiring decisions.

**7. NEW BUSINESS**

- Independent Bank CD Renewal Date 09-14-23.  
Motion was made by Haege with support by Goodman to renew the current Independent Bank CD (\$100,000) which matures on September 14 with a 4-month special rate of 3.75% (3.82%). AIF/MC

**8. PUBLIC COMMENTS**

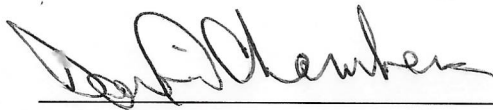
**9. BOARD MEMBER COMMENTS**

Kauffman asked for clarification on board terms. Larsen's and Blamer's terms expire this year. The floating position moves from Garfield Township to the City. Blamer said she was willing to renew her term for Garfield Township. Tinkham said she has a trustee recommendation for the city.

**10. ADJOURNMENT (Motion)**

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

Meeting was adjourned at 7:01 p.m.



NADL President



NADL Secretary