

Regular Meeting of the Board of Trustees
February 13, 2024

1. CALL TO ORDER

President David Chambers called the meeting to order at 5:35 p.m. at the City Chamber Room, 28 State Road, Newaygo, Michigan 49337.

- **Roll Call: Present:** David Chambers, Samantha Kauffman, Sharon Haege, Patty Goodman.
Absent: Julie Vitale, Cindy Blamer.
- **Motion to Approve the Agenda:** President Chambers called for a motion to approve the agenda. Motion to approve the agenda was made by Haege with support by Goodman. AIF/MC.

2. MINUTES

- Approval of Minutes of Regular Board Meeting of January 16th, 2024. Motion to approve the minutes was made by Goodman with support by Haege. AIF/MC
- Approval of Minutes of Special Board Meeting of January 22nd, 2024. Motion to approve the minutes made by Haege with support by Kauffman. AIF/MC

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Interim Director will look into the Highlighted areas on the P & L Report and get back with the board.

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

5. DIRECTOR'S REPORT

- ✓ Correction of Shoutbomb Registered users from 88 to 98.
- ✓ Correction Tiffany attended a Zoom meeting for Creating Circulation Lists for Statistics Reports
- ✓ In February we had 2 employee opt-in to MERS 457 pretax plan.
- ✓ Jon Schneider from the City said they have someone who is interested in the Board Position, but need the meetings on another night.
 - I said that I think that had been rejected in the past, but he asked me to ask for verification.
- ✓ Full Eclipse April 8th approximately 2pm. Submitted a permit with the city to have 2 Food Trucks for an Eclipse Program. 11:30 – 2:00. By having the Food Trucks come earlier, they may get more sales from downtown employees on lunch.
- ✓ I will be on vacation next week. Tammie will be the Library contact while I am gone.

6. UNFINISHED BUSINESS

- Add Interim Director's contract to this Agenda.
- The Interim Director's contract was printed, reviewed by board and Interim Director Franklin, and accepted by everyone present.

7. NEW BUSINESS

- NEW JOB DESCRIPTIONS
 - I would like to update the Job Descriptions and bring them to the board next month.
 - We do not have a Job Description for Circulation Lead.

- Adult/Teen Programming Specialist – WILL BE SPLIT
 - Jessica was offered Adult Programming Specialist and she accepted, with the understanding that she will be provided a Board Approved Job Description, in the near future.
- Cheryl is a retired 5th Grade Teacher, so she would be a good fit for a Tween age Programming Specialist.


8. PUBLIC COMMENTS

9. BOARD MEMBER COMMENTS
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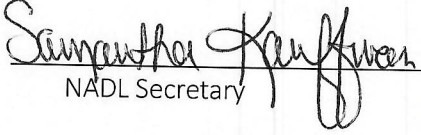
10. ADJOURNMENT

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

Meeting was adjourned at 6:40 p.m.



NADL President
USA



NADL Secretary