

**Regular Meeting of the Board of Trustees
March 18, 2025**

1. CALL TO ORDER

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

Roll Call:

Present: All here. Cindy Blamer, Samantha Kauffman, David Chambers, Sharon Haege, Candy Wells, Christian Burns, Patty Goodman

Agenda:

Motion to approve the Agenda. Motion to approve the agenda was made by Haege with support by Kauffman. **AIF/MC**.

2. MINUTES

- Approval of minutes of the Regular Board Meeting of February 18, 2025.
Motion to approve the minutes was made by Haege and supported by Burns. **AIF/MC**.
- Approval of minutes of the Closed Board Meeting of February 18, 2025.
Motion to approve the minutes was made by Blamer and supported by Kauffman. **AIF/MC**.

3. PUBLIC COMMENTS

N/A

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

- Received LCSA Class Stabilization (Personal Property Tax Adjustment) - \$1,267.50
- Received City of Newaygo 2024 Winter Disbursement - \$811.28
- Received Garfield Twp. 6ty Winter Disbursement - \$1,798.27

Director Franklin explained that the LCSA is the Local Community Stabilization Authority. They distribute to public agencies throughout Michigan, generated revenue from the levied funds they receive from the local community stabilization share tax. This is the first time Newaygo Library has been a recipient.

Newaygo Library has also received the first State Aid check and it was more than anticipated. We were expecting \$3,500.00 and received \$4,000.00.

Motion to approve the Treasurer's Report was made by Haege and supported by Goodman. **AIF/MC**

5. DIRECTOR'S REPORT

Director Franklin went over the 2025 Summer Reading Program preparation. Things are ahead of schedule. All events are scheduled, promotional items have been ordered, and T-shirts and Adult/Teen tote bags have been ordered and received.

Director Franklin will be on vacation April 24 – April 30.

6. UNFINISHED BUSINESS

- Director Evaluation forms were emailed. Please have them filled out and turned in to Samantha for the Personnel Committee by April Board Meeting. Any additional information I can provide?
- Earned Sick Time Act (ESTA) with new details, went into law FEB 21, 2025. Businesses with 10 or less employees have until OCT 1, 2025 to implement the new policy, with sick hours retro-active to FEB 21.

It was discussed and decided that per Policy, Part-Time staffs' Personal Time and Vacation as awarded by designation, would be combined and rolled into ESTA as Personal Time Off (PTO). With PTO being reloaded at the 2025 pro-rated amount on February 21st. Then annually on January 1st.

The Timeline for length of service PTO increases were discussed, with changing the categories at (1-2, 3-5, 6+) change to (1-2, 3-5, 6+). The PTO will be awarded on the next category's anniversary at the annual pro-rated amount. Example: 3-year anniversary in May, they will be awarded the next level PTO amount pro-rated from MAY-DEC. Then the full amount January 1st. At the current time this only affects two people. This will be beneficial as an incentive for staff retention.

- New wording for the updated Emergency Closing Policy was reviewed and voted on.

Motion to approve the Updated Emergency Closing Policy and Change in Length of Service Policy was made by Haeger and supported by Burns. **AIF**/MC

7. NEW BUSINESS

- FAF Newaygo Area District Library Fund has \$3,300 available for library circulating materials. Director Franklin will request a payout for these funds.
- FAF John and Ailene Pugno Community Fund for NADL has \$300 available for 2025 plus an additional \$300 of unspent money in past years, making a grand total available of \$600 for 2025. We will wait for now to request this payout. There is no deadline, and will wait until there is a specific project/cost that these funds will go toward.


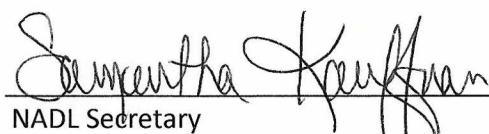
8. PUBLIC COMMENTS

N/A

9. BOARD MEMBER COMMENTS

10. ADJOURNMENT

Motion to adjourn the meeting was made by Haeger with support by Burns. **AIF**/MC
President Chambers adjourned the meeting at 6:44 p.m.


NADL President
NADL Secretary