

**Northfield Township Area Library
Board Meeting
July 10, 2007**

The meeting was called to order by Meg Minnich at 7:06 p.m.

Present: Jack Hinkley, Meg Minnich, Carol Smith, Lisa Lembke, K. Neigebauer, Ron Loyd.
Absent: Sandy Purrington.

I. Minutes and Correspondence

A. Minutes:

1. J. Hinkley moved to approve the minutes of the special meeting dated May 24, 2007 as presented. C. Smith seconded. All approved. The motion was carried.

B. Correspondence: *No correspondence.*

II. Additions to the Agenda: None were presented.

III. Call to the Public: None were present.

II. Director's Report: A written report was presented.

IV. New Business

A. Committee reports:

1. Policy Committee: A new date will be set for the committee to meet.
2. Facilities committee:
 - a. Report on bathroom project: The board discussed.

V. New Business:

A. Cost of living raises:

1. Lisa Lembke made the motion, "Effective with the Northfield Township Area Library 2007- 2008 fiscal year, and in subsequent years, at the beginning of the fiscal year all employees who have worked for the library for at least one calendar year shall receive an annual cost of living adjustment to their wages based on the state of Michigan's annual cost of living adjustment unless otherwise specified by the Northfield Township Area Library Board." C. Smith seconded. All approved. The motion carried.

B. Freedom of Information Act: Coordinator appointed.

1. The board discussed a plan to meet for a Board workshop to discuss responsibilities.

C. Michigan Privacy Act Information Coordinator appointed:

1. Lisa Lembke moved to appoint Ron Loyd as the coordinator of the Freedom of Information Act and the Michigan Privacy Act Information. C. Smith seconded. All approved. The motion was carried.

D. Board addresses:

1. Changes are being made and will be presented at the next meeting.

E. Board paperwork:

1. The board reviewed the laws and the handling of the minutes.

VI. Financial Report:

A. Financial Report:

L. Lembke moved to accept and file for audit the financial report dated June 30, 2007. J. Hinkley seconded. All approved.

B. Presentation of Bills:

L. Lembke moved to accept the presentation of actual and estimated bills in the amount of \$69,729.89. J. Hinkley seconded. All approved.

Adjournment: L. Lembke moved to adjourn the meeting at 8:21 p.m.

Submitted by Karen Neigebauer

Karen M. Neigebauer, Secretary

