

Northfield Township Area Library  
Board Meeting  
November 14, 2006

The Meeting was called to order by Meg Minnich at 7:07 p.m.

Roll Call

Present: Jack Hinkley, Karen Neigebauer, Carol Smith, Meg Minnich, Ron Loyd.

Absent: Lisa Lembke, Sandy Purrington.

Guests: None were present

**I.** Minutes and Correspondence

**A.** Minutes: *J. Hinkley moved to approve the minutes of October 3, 2006 as presented.*

*K. Neigebauer seconded. All approved. The motion was carried.*

*B. Correspondence: No correspondence.*

**II.** Additions to the Agenda

*A. New business: E. Video Anthology was added.*

**III.** Call to the Public

*A. None were present*

**IV.** Directors Report

**A.** *A written report was presented.*

**V.** Unfinished Business

*A. Committee reports:*

a) Policy Committee:

*(1) First reading of policies:*

200.10 – Bereavement Pay

200.15 – Travel Expenses

200.8 – Special Closing

200.9 – Jury Duty

300.3 – Emergency closing

Smith made a motion to approve policies 200.12, 200.15, 200.8, 200.9 and 300.3 as presented. J. Hinkley seconded. All approved.

(2) *Second reading of policy:*

100.1 – Policy Manual  
Instructions: C. Smith made a motion to approve policy 100.1 as presented. K. Neigebauer seconded.

Roll Call Vote:

Meg Minnich – Aye  
Carol Smith – Aye

Jack Hinkley – Aye  
Karen Neigebauer – Aye

All approved. The motion was carried.

b) Facility and Grounds Committee

(1) Bathrooms/workrooms – KSI plans: Plans from KSI are being reviewed. The board is also looking into getting a second and a third bid.

(2) Basement tuckpointing: The work is still in progress.

**B.** *Brighton District Library/Salem-South Lyon District Library meeting: A joint program for the Livingston County Community Read is in progress. The program is scheduled for April 15, 2007 at the Green Oak Township Hall at 4:00*

*C. Insurance: J. Hinkley moved to maintain the current BC/BS prescription policy for our full-time employees. C. Smith seconded. All approved.*

## **VI.** New Business

**A.** *Holiday Pay: J. Hinkley made a motion to approve the holiday pay schedule follows:*

- Employees who have worked less than one year, \$25.00.
- Employees who have worked one through four years, \$50.00.
- Employees who have worked five through ten years, \$75.00.
- Employees who have worked eleven through fifteen years \$100.00.
- Employees who have worked sixteen through twenty years, \$125.00.

**B.** *Christmas and New Year Closing: J. Hinkley made a motion to approve the special holiday closings as follows:*

- December 25<sup>th</sup> and 26<sup>th</sup> closed. January 1<sup>st</sup> and 2<sup>nd</sup>, 2007 closed.

C. Smith seconded. All approved.

C. *Audit: The board reviewed the from Pfeffer, Hanniford & Palka, CPA*

D. *Lights: J. Hinkley made a motion to purchase replacement lights from Maintenance Engineering, LTD. C. Smith seconded. All approved.*

E. *Video Anthology: C. Smith made a motion to approve the use of a photo release from based on the Clinton-Macomb Public Library, Photo Release Form for Minors, MGT-14, for use in our library for the Poetry Anthology Project 2006. J. Hinkley seconded. All approved.*

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## VII. Financial Report:

*A. Financial Report: K. Neigebauer moved to accept and file for audit the financial report dated October 30, 2006. C. Smith seconded. All approved.*

*B. Presentation of Bills: K. Neigebauer moved to accept the presentation of actual and estimated bills in the amount of \$65,035.53.*

Adjournment: J. Hinkley moved to adjourn at 9:00 PM.

Submitted by: Lisa Lembke

Secretary