

Northfield Township Area Library
Board Meeting
May 2, 2006

The meeting was called to order by Meg Minnich at 7:08 p.m.

Present: Karen Neigebauer, Sandy Purrington, Carol Smith, Meg Minnich, ron Loyd, Jack Hinkley (7:20 pm)

Absent: Lisa Lembke

Guests: None were present.

I. Minutes and Correspondence

- A. Minutes: S. Purrington moved to approve the minutes of April 4, 2006 as presented. C. Smith supported. All approved. The motion was carried.
- B. Correspondence: None was presented.

II. Additions to the Agenda: There were none.

III. Call to the public: None were present.

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

V. Financial Report

- A. Financial Report: C. Smith moved to accept and file for audit the financial report dated April 30, 2006. S. Purrington seconded. All approved.
- B. Presentation of Bills: S. Purrington moved to accept the presentation of actual and estimated bills in the amount of \$64,588.71. J. Hinkley seconded. All approved.
- C. Budget Adjustments: A budget adjustment document from the Township Treasurer dated April 30, 2006 was presented. S Purrington moved to approve the budget adjustments as amended with an additional \$41,225.00 in Revenues and an additional \$0.29 in expenditures for a total of \$41,224.71 added to the Fund Balance. K. Neigebauer seconded. All approved.

VI. Unfinished Business:

- A. Committee Reports:
 - 1. Policy Committee:
 - a. First reading of: 200.4 Sick Leave, 200.5 Vacation Leave and 300.14 Library Vehicle. 400.2 Residency was returned back to the policy committee for wording change. The board received the policy committee minutes dated April 11, 2006

b. Second reading of 400.3 Lending of Materials: A roll call vote was taken to accept the policy as presented.

Meg Minnich – Aye

Jack Hinkley – Aye

S. Purrington – Aye

C. Smith – Aye

K. Neigebauer – Aye

2. Facilities committee: The committee is looking into bids from several contractors.

B. Bookkeeping fees to the township: A motion was made by J. Hinkley to add \$100 – month for a total of \$1200.00 per year to the Fiscal Budget for bookkeeping fees to be paid to the township. C. Smith seconded. All approved.

C. Grounds.

1. Trees: A motion was made by S. Purrington to approve the bid by Maulbetsch Tree Service for the removal of 4 evergreen trees and stumps, removal of all wood and brush from the jobsite and cleanup of work area for \$580.00; to transplant on, 7 foot evergreen for \$200.00; and an extra evergreen and stump removal on the south side of the driveway for \$350.00. The total bid is for \$1,130.00 with a \$200.00 contingency. K. Neigebauer seconded. All approved.

D. Shelves in the E room: The board discussed.

VII. New Business:

A. Change in Lending period for DVDs: Tabled while waiting for paperwork.

B. Shelves in JUV Room: C. Smith made a motion to accept the proposal from HEI for the labor and materials to remove and replace the existing oak bookshelves. The bid is for \$6,774.00 and the board requests a \$600.00 contingency. J. Hinkley seconded. All approved.

C. Carpet and paint in E Room: The board discussed.

D. Budget: Additions for the new budget were discussed involving windows in the E room; new trees; updating the bathrooms.

E. Contract: C. Smith made a motion to accept the Appendix A benefit contract item #3 as rewritten. J. Hinkley seconded. All approved.

F. Special meeting to review the budget was set for May 23, 2006 at 7:00p.m.

Adjournment: C. Smith moved to adjourn the meeting at 9:20 p.m.

Submitted by: Karen Neigebauer
Secretary