Nottawa Township Library Board Minutes

November 16, 2026

Cara Arver called the meeting to order at 5:02 p.m.

Cara Arver, Connie Heidbrink, Ruth Rowe, Carmita Hunter, Mary Webb, Michelle Brokaw, and Robert (Bob) Klar were present.

Connie motioned to approve the agenda, seconded by Ruth. A vote was held. The motion was approved.

Discussion was held on the minutes from the September 28, 2026 meeting. Carmita motioned to approve the minutes of the previous meeting, seconded by Michelle. A vote was held. The motion was approved.

Mary gave the financial report for September. Bob motioned to accept the financial report as presented, seconded by Cara. A vote was held. The motion was approved.

Old Business

- Library Loan Policy: Mary presented the board with the policy which included the updated *Vested Community Partner* definition. Bob made a resolution to accept the policy. Seconded by Cara. A vote was held. The resolution was approved.
- Public Computer Use and Internet Access Policy: The policy has been updated to specify children ages instead of grade level. The Computer Use Agreement form has been updated to reflect the new policy wording and to make it more user friendly. Cara made a resolution to accept the policy. Seconded by Michelle. A vote was held. The resolution was approved.
- Part-time Personnel Policy: Mary presented the updated policy which included the changes proposed at the September 28, 2026 meeting. Carmita made a resolution to accept the policy. Seconded by Connie. A vote was held. The resolution was approved.
- Roof snow rail installation and Pure Flux subscription were briefly discussed.

New Business

- Donation from the St. Joe Golf Gals and the Monday Mahjong Gals: The library has used the donation to purchase a folding table and a television.
- Norma Fay Trust: The board discussed the feasibility of a book delivery service for home bound patrons.

The September 2026 Director's report was given.

Public Comment: None

The next meeting is scheduled for January 25, 2027 at 5:00pm. Electronic Poll for quorum confirmation will be sent.
Adjourn motion by Cara, second by Michelle. The meeting adjourned at 5:41 pm.

Secretary: Robert L. Klar
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