Nottawa Township Library Board Minutes

May 20, 2026

Michelle Brokaw called the meeting to order at 4:04 p.m.

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

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

Discussion was held on the minutes from the March 23, 2026 meeting. Ruth motioned to approve the minutes of the previous meeting, seconded by Connie. A vote was held. The motion was approved.

The financial reports for March and April were given by Mary. Bob motioned to accept the financial report as presented, seconded by Michelle. A vote was held. The motion was approved.

Old Business:

- Audit: The audit PDF file was sent to board members. A discussion was held. The lack of internal controls over the preparation of the library's financial statements was the main concern. This issue has been rectified with the hiring of Locey CPA LLC to oversee the library's Payroll and Cash management. Bob motioned to table the audit vote until the June meeting, seconded by Michelle. A vote was held. The motion was approved.

New Business:

- Director personnel policy: Mary brought some ambiguities in the Director Personnel policy to the board's attention. The vacation policy and Director hours were discussed.
- Pivotal request: Pivotal has requested the use of the library parking lot for overnight parking during the construction of their expansion. A discussion was held. Citing patron parking availability and possible liability issues, the board recommended that this request be denied.

- LTSA grant: The library has been awarded a grant from the Library Services and Technology act. Six PlayAway launchpad tablets have been purchased with these funds.

The March and April 2026 Director's reports were given. Mary has identified Adult programming as an upcoming focus.

Public Comment: None

The next meeting is scheduled for June 22, 2026 at 4:00pm. Doodle Poll for quorum confirmation will be sent.

Adjourn motion by Connie, second by Ruth. The meeting adjourned at 4:49pm.

Secretary: Robert L. Klar

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