

Nottawa Township Library Board Minutes

September 28, 2026

Cara Arver called the meeting to order at 4:59 p.m.

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

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 August 10, 2026 meeting. Carmita motioned to approve the minutes of the previous meeting, seconded by Cara. A vote was held. The motion was approved.

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

Old Business

- Terminex quote: The quote for groundhog barrier was discussed. The quote was for a barrier of the east side of the building only.
- Window tinting: Mary received another quote from Eclipse of Sturgis. A representative is scheduled to visit Mary with samples.
- AED training: 4 employees are undergoing online training. A skills evaluation is scheduled

New Business:

- Carpets have been cleaned on September 26, 2026
- The RIDES (Interloan) courier has been given a key and access to the building. Mary ensured that the delivery driver had been properly vetted.
- Shetler Roofing quote for a snow rail installation: The board discussed the library roof and the need for a snow mitigation system.
- Vested Community Partners: The Library Loan Policy defines a vested community partner as an educator. The board discussed the various service providers in our area such as Community Mental Health and the Department of Health and Human Services. The board collectively clarified the policy and proposed changing “*Vested Community Partner access will be granted to educators who are nonresident serving within Nottawa Township.*” to “Vested

Community Partner access will be granted to educators and community agency employees who are nonresidents and provide services within the Nottawa Township Library service area.” Mary will update the policy for board approval next meeting.

- Internet consent form for patrons under 18 years old: Mary is planning to update the form to make it more user friendly.
- The Leave section of the Part Time Personnel Policy was discussed. The board collectively clarified the policy and proposed “No consideration for vacation days will be given to those part time, temporary, or seasonal employees who average less than 16 hours per week per year **and who have less than 2 years of service. Special consideration for PTO may be granted for long term employees with board approval.**” Mary will update the policy for board approval next meeting.
- Mary plans on attending the Michigan Library Association 2026 Annual Conference.
- Mary presented information on the streaming service Pure Flix.
- It was learned that the Movie Night programs require licensure. This license is through Woodlands Library Cooperative.

The July and August 2026 Director’s reports were given. Mary highlighted several upcoming library events. The people-counter is malfunctioning.

Public Comment: None

The next meeting is scheduled for November 16, 2026 at 4:00pm. Electronic Poll for quorum confirmation will be sent.

Adjourn motion by Bob, second by Ruth. The meeting adjourned at 6:01 pm.

Secretary: Robert L. Klar

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