

Nottawa Township Library Board Minutes

March 23, 2026

Cara Arver called the meeting to order at 6:01 p.m.

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

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

Discussion was held on the minutes from the January 27, 2026 meeting. Connie motioned to approve the minutes of the previous meeting, seconded by Michelle. A vote was held. The motion was approved.

The financial reports for January and February were given by Timi. The snow removal bill was noted and discussed. Bob motioned to accept the financial report as presented, seconded by Cara. A vote was held. The motion was approved.

Old Business:

- Audit: The audit file-share failed to send to board members due to formatting issues. Timi will request the file in PDF form to distribute to board members.

New Business:

- New Library Director: Cara discussed the search and interview process. The hiring committee found Mary Webb to be the best candidate and was offered the position. Mary has accepted. Cara made a motion to hire Mary, seconded by Bob. A roll call vote was held and the motion passed unanimously.
- Accounting services: Timi received a quote from Locey CPA LLC to oversee the library's Payroll and Cash management. The board discussed the benefits of outsourcing these services:
 - Lower overall cost than Quickbooks subscription
 - Allows the director to focus on library programs rather than administrative duties
 - Financial oversight by a third party as recommended by past audits

Michelle made a motion to utilize Locey CPA LLC for the library's cash management and Payroll services. Seconded by Carmita. A vote was held. The motion was approved.

- The board discussed the nuances of a Library Aide advancing to a Library Tech position.

The January and February 2026 Director's reports were given.

Public Comment: None

The next meeting is scheduled for May 18, 2026 at 4:00pm. Doodle Poll for quorum confirmation will be sent.

Adjourn motion by Michelle, second by Ruth. The meeting adjourned at 6:36pm.

Secretary: Robert L. Klar

APPROVED 5/20/26