

Nottawa Township Library Board Minutes

June 22, 2026

Cara Arver called the meeting to order at 4:01 p.m.

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

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

Discussion was held on the minutes from the May 20, 2026 meeting. Michelle motioned to approve the minutes of the previous meeting, seconded by Ruth. A vote was held. The motion was approved.

The financial report for May was 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:

- Audit: The audit was discussed. Cara made a motion to approve the Annual Financial Report, second by Carmita. A voice vote was held and the motion passed.

New Business:

- Decker Agency: Public Entity Insurance Package. Mary brought the Decker Agency's invoice to the board's attention due to its amount (\$6,161.00). A discussion was held. Insurance costs have been increasing nationwide and this increase was expected.
- Handyman services: Minor repairs around the library are being fixed by Phil Webb. Mary is requesting approval to pay Phil \$15/hr for these services. Michelle made a motion to authorize the director to pay \$15/hr for handyman services, seconded by Cara. A vote was held and the motion passed.
- Meeting Dates: The dates for 2026-2027 Nottawa Township Library Board meetings: July 27, 2026; September 28, 2026; November 23, 2026; January 25, 2027; March 22, 2027; May 24, 2027; and June 28, 2027. Bob made a motion to accept these dates, seconded by Michelle. A vote was held and the motion was approved.
- The 2026-2027 Proposed Budget was presented and discussed. Cara made a motion to approve the final Proposed Budget with Total Revenues of 352,788

and Total Expenditures of 271,800. Carmita seconded the motion. A vote was held. The motion was approved.

- New office and library furniture: Mary has acquired, at no cost, several pieces from the Three Rivers High School library and Administration building.

The May 2026 Director's report was given. The battery has been replaced in the sensor that records facility usage. Dolly Parton's Imagination Library program information is being presented to our patrons.

Public Comment: None

The next meeting is scheduled for July 27, 2026 at 4:00pm. Doodle Poll for quorum confirmation will be sent.

Adjourn motion by Michelle, second by Cara. The meeting adjourned at 5:13pm.

Secretary: Robert L. Klar

APPROVED 7/27/26