

**Pentwater Township Library Board**  
**Minutes of Regular Monthly Meeting**  
01/16/2018

**Call to Order:** The meeting at the Pentwater Township Library was called to order at 5:00 PM by Board President Kendra Flynn.

**Board Roll Call:** Present – Elaine LeTarte, Valerie Church-McHugh, Cynthia Maguire, Nancy Peterson, Kendra Flynn and Joan LundBorg. Absent – None

**Also Present:** Mary Barker, Library Director

**Approval of Agenda:** Motion by Maguire with support by Peterson to approve the agenda as amended. Motion approved.

**Approval of Minutes of December 19, 2017:** Motion by McHugh with support by Peterson to approve minutes of December 19, 2017 as written. Motion approved.

**Financial Report:** Written report included in the board packet. LeTarte reported. Initial payment for Property Taxes received. Several operating expense items relating to the remodeling project were reassigned to capital expenses. Accounts Receivable no longer reported under Fund Balances since we now pay bills as they are received. Capital Fund has approximately \$2000. The Board needs to review the policy for posting on the bulletin board. Motion by Maguire with support by McHugh to accept the financial reports as presented. Motion approved.

**Approval of Bills:** Motion by McHugh with support by LeTarte to pay the bills as presented in the amount of \$5906.65. Roll call vote: Aye – McHugh, LeTarte, Maguire, Peterson, Flynn and LundBorg. The motion was approved.

**Director's Report and Monthly Statistics:**

- Written report included in board packet.
- Barker reported PTL is increasing programming to address annual goal.
- The first TED Talk was a success with 14 people in attendance. More will be scheduled.
- A form is being developed for patrons to submit acquisition suggestions and to request a specific item.
- Changes are being made for the 2018 Summer Reading Program (SRP). Activities will target smaller age groups in order to increase participation by the 5<sup>th</sup> and 6<sup>th</sup> graders. The SRP this year will have a local theme, Nature's Neighborhoods.

- LIBBY is the new app for downloading electronic books. Barker reported the staff is assisting patrons who experience issues with the new online system.
- The report on circulation stats included in packet.

### Committee Reports:

- **Policy Committee –**

- Mission Statement (Second Reading) – Motion by McHugh with support by Peterson to adopt the revised Mission Statement. Motion approved.
- Collection Development Policy (Second Reading) – Remove Mission Statement; under Large Print remove the wording “of an increasing number”; under Periodical remove “basic and”; under Young Adult replace “serves” with “focuses on”; and under Collection Development on the Web replace the two occurrences of “direct” with “total”. Motion by McHugh with support by Peterson to adopt the Collection Development Policy as amended and withdraw the Acquisitions & Withdrawals Policy. Approved.
- Reimbursed Expenses Policy (Second Reading) – Amend to include “If the meal is not included in the library activity the following reimbursement schedule applies: breakfast \$10; lunch \$15 and dinner \$20.” Add “Alcoholic beverages will not be reimbursed.” Change last sentence to read “...and retained with library’s financial records.” Bring back for third reading at the February meeting.
- Smoke Free Policy (First Reading) – No changes. Bring back to February meeting for second reading.
- Email Policy (First Reading) – No changes. Bring back to February meeting for second reading.
- Public Relations Policy (First Reading) – In second paragraph change “Board” to the “Pentwater Township Library Board (Board)”. In the last paragraph change “board” to “Board”. Research need to acquire permission from parents to use photos of children attending PTL events. Bring back to February meeting for second reading.
- Public Decorum – Motion by LeTarte with support by Maguire to repeal the Public Decorum in Library policy as it is outdated by adoption of Patron Behavior Policy in 2017. Motion approved.
- Acceptable Internet Use Policy (Second Reading) – Motion by LeTarte with support by McHugh to approve the Acceptable Internet Use Policy as presented. Motion approved.
- By-Laws – Discussion. The bylaws need to reflect that the Board members who have taken the oath of office officially take office at 12:00 PM (noon) on November 20<sup>th</sup> following the election. A board meeting must be on the schedule to assure continuity of the Board and to elect officers. Under Officers delete the office of Secretary. Need further discussion on the assignment of the duties of Secretary.

**Continuing Business:**

- Bill Paying – The Township Treasurer’s called to say she was uncomfortable with the decision of the Board to pre-pay bills. She will not sign checks until she has received a clarification from the Board. LeTarte moved with support by LundBorg that the Library Board approve for pre-payment any goods and services purchased by the Library Director, subject to the following criteria:
  1. Individual purchases are completed in accordance with the Purchasing Policy;
  2. Contracted labor is governed by written contracts/agreements previously presented to the Board;
  3. The total amount of monies spent shall not exceed the line item amounts approved by the Board in the annual budget; and
  4. Staff shall present to the Board at each regular meeting a list of bills paid or to be paid since the last regular meeting.

Motion approved.

- Refresh Project Punch List - Barker reported only a couple of items remain including the office door and resolving the lighting issue in the stacks. Barker is considering using some of the funds to purchase a smart TV for donor recognition and a community bulletin board for the lobby. . The Board needs to review the policy for posting on the bulletin board. C&I Electric offered to install track lighting at a discount and will submit a dollar amount to complete the work.

**New Business:** None

**Other Business to come before the Board**

- The Board Workshop is scheduled for 2:00 PM on January 18<sup>th</sup>. Flynn asked all board members to review their board evaluations especially the sections on finance and fundraising.
- The next monthly meeting of the Board was rescheduled to 5PM on Tuesday, February 27<sup>th</sup> at the PTL in order to have a quorum.

**Adjournment:** Motion by Maguire with support by Peterson to adjourn meeting. Motion approved. Flynn adjourned the meeting at 6:48 PM.

Submitted by: Joan LundBorg, Acting Secretary

Amended & Approved