

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

January 15, 2019

Call to Order at 5:00 p.m.

Roll Call—Present: Elaine LeTarte, Valerie Church McHugh, , Joan LundBorg, Kendra Flynn, and Cynthia Maguire

Absent: Nancy Peterson

Also Present: Mary Barker, Joan Wegner

Approval of Agenda: Approved as distributed.

Approval of the Minutes for December 18, 2018: Approved as distributed.

Treasurer's Report of December 31, 2018

Elaine LeTarte reviewed the treasurer's report with the board. Valerie Church-McHugh made a motion to approve the Treasurer's Report of December 31, 2018, as presented. Joan LundBorg seconded the motion. The motion was approved.

Review of Bills Paid

Valerie Church-McHugh made a motion to accept the list of bills paid as presented. Cynthia Maguire seconded the motion. The motion was approved.

Director's Report

Mary Barker reviewed the Director's Report

Committee Reports: None at this time

Continuing Business

- Salary Schedule: Valerie Church McHugh reported on the newly proposed salary schedule through 2020.
- Staffing: Mary Barker announced that Mary Jane Fedder would be leaving our staff as of June 1, 2019.
- Outside Project Planning: Kendra Flynn suggested that the library board ask for a bid from an architect for the outdoor project.
- Kendra Flynn made a motion to have Mary Barker draw up a Request for a Proposal (RFP) for a bid from an architect to complete the outside project for the library. Elaine LeTarte seconded the motion.

Roll Call Vote: Aye—Elaine LeTarte, Valerie Church McHugh, Kendra Flynn, Cynthia Maguire Nay—Joan LundBorg. The motion was approved.

New Business

- **Fixed/Capital Assets**
 - Elaine LeTarte reviewed items that fall into the category of Fixed/Capital Assets. A goal of the board is to set aside \$55,000 to cover any unexpected expenses.
- **Budget Amendments:** Valerie Church McHugh made a motion to amend the budget per Mary Barker's suggestions.
 - Increase line 685.500 to reflect the grant monies form the Community Foundation of \$400 for the materials for the Lego Club and then increase the Programs Expense line 855 by the same amount.
 - Decrease line 860.000 Computer Expense by \$130 and increase line 930 with the same amount.
 - Decrease line 860.000 Computer Expense by \$200 and increase line 9 55.00 by the same amount.

Elaine LeTarte seconded the motion. Roll call vote: Aye—Elaine LeTarte, Valerie Church McHugh, Joan LundBorg, Kendra Flynn, Cynthia Maguire. The motion was approved.

Other Business: None

Public Comment: There were no public comments.

Adjourn: The meeting was adjourned at 6:20

Respectfully submitted

Joan H. Wegner, Recording Secretary