

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
08/18/2020

Call to Order: The regular monthly board meeting at the Friendship Center shelter was called to order at 5:00 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Elaine LeTarte, Joan LundBorg, Valerie Church-McHugh, Cynthia Maguire and Nancy Peterson.

Also Present: Mary Barker, Director PTL.

Approval of Agenda: Additional items: Under New Business add Overdrive, EO 165 and REALM. *Motion by Church-McHugh with support by Maguire to approve the agenda as amended. Approved.*

Approval of the 07/21/2020 Minutes: Correct date of meeting in header and minutes. *Motion by Church-McHugh with support by Maguire to approve minutes of 07/21/2020 as corrected. Approved.*

Treasurer's Report: Reports included in packet. Expenses for computers to be corrected. Budget in good shape. Current fund balance \$448,644.97. Baker and Hammerle to put together report on COVID expenses. Cashed out SSB CD and deposited in money market account. CFOC fund almost \$24,000 at the end of July. *Motion by LundBorg with support by Peterson to accept the finance reports as presented.*

Review of Bills Paid: *Motion by Church-McHugh with support by LundBorg to accept the bills paid between 03/09/2020 and 03/31/2020 as presented. Approved. Motion by LundBorg with support by Church-McHugh to accept the bills paid between 04/01/2020 and 05/19/2020 as presented. Approved. Motion by Church-McHugh with support by Peterson to accept the bills paid between 07/21/2020 and 008/18/2020 as presented. Approved.*

Director's Report: Written report included in packet.

- **Grants** – CARES Act funds to be used for COVID supplies (\$500) and laptops for patrons (\$1000).
- **MelCat** – Should be back online on August 24th.
- **RIDES** – Normalizing soon. Some colleges are not reopening at this time due to COVID which will impact availability of reference and unique resources.
- **Training** – Staff is taking advantage of MelCat training via Zoom.
- **Weeding** - Staff has been doing some touch up interior painting.
- **COVID PPC** – Sneeze guards and stations are being installed.

- **Staffing** – Barker not looking for replacement staff at this time since the hours are covered.

Committee Reports: None

Continuing Business:

- **Truth in Taxation Hearing** – Passed at meeting on July 8th. Will increase revenues by approximately \$3000.
- **Outdoor Project** – Church-McHugh put together a review of our discussions on the outdoor project over the past three years. Flynn and Church-McHugh now recommend re-establishing the Building & Grounds Committee to get solidified formal process. At this time will not proceed with work on the soffits, sidewalk or removal of shrubs. *Motion by LeTarte with support by Peterson to re-convene the Building and Grounds Committee. Approved with No vote by LundBorg.* First meeting will be held on Thursday, September 3rd at 1:00 PM.
- **Moving Budget Hearing** (procedural)– Budget hearing will be moved up to January. Proposed budget to be presented at the December meeting.
- **Sick Pay Start Date** – Procedural decision for the Finance Committee.
- **Emergency Lighting Update** – Baker has not heard back from Blackmer.
- **Phased-In Reopening** – Still in Phase 3 of the plan with the addition of offering copying service. Baker reported that PTL will soon be offering fax service and she gave update on the length of time COVID remains virulent on different library materials. Anticipates will be in Phase 6 by September 14th when limited patrons will be allowed in the library.
- **Overdrive** – RB Digital has been acquired by Overdrive which will have an unknown impact on current access to 35,000 audio titles, Zinio magazines and Transparent Languages. Barker to provide stats on borrowed library materials compared with digital check outs at the September meeting.
- **Executive Order 165** (in effect until September 12th) – Library boards are not allowed to meet indoors at this time but may meet outdoors. EO recommends having staff continue to work from home if possible. Due to small staff, PTL will not have employees working from home. Barker added that it is a violation of copyright law to read books via Zoom unless posted on YouTube.
- **REALM** (Reopening Archives, Libraries, and Museums)– Barker has information on the COVID testing results provided by Web Junction.

New Business: None

Other Items to Come Before the Board:

- **Board Notebooks**- Staff to update the information in the board notebooks.
- **Policies** - LeTarte asked if all policies could be posted to the website. LundBorg to check with LOM attorney.

- **Zoom Training** – Zoom training for shared screen and other features is available via YouTube.
- **New Member Orientation** – Maguire and Church-McHugh to review orientation process for new board members.
- **Relocation** - Maguire announced she will be moving out of the area but will continue on the board until home is sold and they relocate.
- **School Library** – Flynn will contact Superintendent to see if PTL can interface with school library during COVID outbreak.
- **Strategic Plan** – The Strategic Plan was never approved. Place on agenda for next meeting.
- **Dumpster** – Flynn to send letter to Village Buildings and Grounds Department requesting removal of dumpster.

Agenda Items for Next Meeting:

- Update on Re-Opening Phase.
- Sick Pay Start Date
- Strategic Plan (action)
- Update on Emergency Lighting.
- Circulation Stats.
- Update on Policies Being Posted to Website.
- Update on Interfacing with School.
- Update on Dumpster.
- Update on Outdoor Project.
- Update on Overdrive.
- Report on COVID Expenses.

Next Meeting: The next regular monthly meeting will be held on Tuesday, September 16th at 5 PM.

Adjournment: Motion by Maguire with support by Church-McHugh to adjourn meeting. Approve. The meeting was adjourned at 6:12PM.

Signed: _____

Joan T. LundBorg, Board Secretary