

PENTWATER TOWNSHIP LIBRARY BOARD

Meeting Minutes

March 20, 2018

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

Absent: Nancy Peterson

Also Present: Mary Barker, Joan Wegner

The meeting was called to order at 5:05 p.m. by Kendra Flynn, President.

Approval of Agenda: Valerie Church McHugh made a motion to approve the agenda. Cynthia Maguire seconded the motion. The agenda was approved as written.

Approval of the February 27, 2018, Minutes

A motion was made by Valerie Church McHugh and seconded by Cynthia Maguire to accept the February 27, 2018, minutes. The motion was approved.

Treasurer's Report of April, 2017, to February, 2018

Cynthia Maguire made a motion to approve the Treasurer's Report of April, 2017--February, 2018. Joan LundBorg seconded the motion. The motion was approved.

Approval of Budget FY19

Valerie Church McHugh moved to approve the Budget for FY 2018-19. Elaine LeTarte seconded the motion. Roll Call Vote: Aye-- Joan LundBorg, Kendra Flynn, Valerie Church McHugh, Elaine LeTarte, Cynthia Maguire. The motion was approved.

Amendment to the FY 18 Operating Budget

Joan LundBorg made a motion that the Library Materials line be increased by \$341.14 and that the Computer Expense line be decreased by \$341.14. Valerie Church McHugh seconded the motion. Roll Call Vote: Aye-- Joan LundBorg, Kendra Flynn, Valerie Church McHugh, Elaine LeTarte, Cynthia Maguire. The motion was approved.

Amendment to the FY 18 Capital Budget

Elaine LeTarte made a motion that the Board amend the FY 18 Capital Budget by moving \$1,514.54 from the Computer expense line and \$1,000 from the Maintenance line to the capital outlay line and in addition to increase the capital budget by putting \$264.61 into the capital outlay fund from reserves. Valerie Church McHugh seconded the motion. The motion was approved. Roll Call Vote: Aye-- Joan LundBorg, Kendra Flynn, Valerie Church McHugh, Elaine LeTarte, Cynthia Maguire. 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. Roll Call Vote: Aye-- Joan LundBorg, Kendra Flynn, Valerie Church McHugh, Elaine LeTarte, Cynthia Maguire. The motion was approved.

Director's Report and Monthly Stats

Mary Barker reviewed the director's report and provided the monthly stats.

Committee Reports:

Policy Committee:

1. Cynthia Maguire made a motion to approve the Reimbursed Expenses Policy as amended. Valerie Church McHugh seconded the motion. The motion was approved.
2. Cynthia Maguire made a motion to approve the Smoke Free Policy as written. Elaine LeTarte seconded the motion. The motion was approved.
3. Valerie Church McHugh made a motion to approve the Email Use Policy as written. Elaine LeTarte seconded the motion. The motion was approved.
4. Valerie Church McHugh made a motion to approve the Public Relations Policy as written. Elaine LeTarte seconded the motion. The motion was approved.

Continuing Business: Rewording of bill payments to read Review of Bills Paid was discussed.

New Business: There was no new business.

Other Business: Joan LundBorg requested to be on the record that she would like the topic of cleaning services to be revisited in August, 2018.

Public Comment: There were no public comments.

Joan LundBorg made a motion to adjourn the meeting, and Cynthia Maguire seconded the motion.

The meeting was adjourned at 6:05 p.m. by Kendra Flynn, President.

Respectfully submitted

Joan H. Wegner, Recording Secretary