

Pentwater Township Library Board
Minutes of Regular Monthly Meeting
06/19/2018

Call to Order: The meeting at the Pentwater Township Library Board 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: Add under New Business add “Set date for next workshop”. Motion by McHugh with support by Maguire to approve the agenda as amended. Motion approved.

Approval of Minutes of May 15, 2015: Under Approval of Minutes change wording of last sentence from “written” to “amended”. Motion by McHugh with support by Peterson to approve minutes of May 15, 2018 as amended. Motion approved.

Financial Report: Written report included in the board packet. LeTarte reported. No capital budget this year. Next CD up for renewal is only earning 0.4%. Our current investments are safe but are losing purchasing power. LeTarte recommended looking into Local Government Investment Pool as an alternate investment tool. Currently better than money market rates; stable net asset value; and is a short-term investment. Requires amending our Investment Policy. Need to find out if Township will allow this type of investment. Barker will query listserv. Motion by McHugh with support by Peterson to accept the financial reports as presented. Motion approved.

Approval of Bills: VISA totals need to be recalculated. Motion by Peterson with support by Maguire to pay the bills as presented in the amount of \$8997.79. Roll call vote: Aye – McHugh, LeTarte, Maguire, Peterson, Flynn and LundBorg. The motion was approved.

Director’s Report:

- Written report included in board packet.
- Staff is merchandising whole library. The PBS display is getting great feedback. McHugh suggested signs be placed in the library that advertise the schedule of the upcoming Great American Read segments on PBS.
- Barker seeking source for round light bulb replacement.
- MCLS is offering soft skills training geared to libraries. Available to all staff members. Attending the five workshops results in certification. \$1700 if not a member of MCLS. Certification program is free with membership. Barker joined MCLS for \$125.

- LSTA grant for coding is underway for students pre-school to 8 years of age. Kids will need to submit and evaluation of the program to close out grant.
- #MiLibSnap – Barker submitted photos of the names of the businesses supporting the Teen SRP and it was selected by the LOM to be shared with libraries throughout the country. The photos highlight library activities and programs. Barker reported that 16-18 new businesses are supporting SRP this year.
- The Tween Reading Program was presented to students at the end of the school year instead of early in May. Much better sign up this year, especially boys.
- Barker reports we will be notified of the status of the Backyard Wilderness display during the month of June.
- Barker called Miss Dig so removal of the sign and the fencing can be undertaken. J. LundBorg reported the Historical Society would like to have the sign. P. LundBorg will remove the sign as soon as the markers are planted by Miss Dig. Time limitation in place once Miss Dig visits site.
- Barker reported the staff is weeding books. LeTarte suggested that print titles which are part of a series and are withdrawn be purchased as eBooks.
- Board members are having multiple issues with their new email accounts. They do not want to have to go to website to access/write emails. Barker will talk with Mark to see if problems can be resolved.

Committee Reports:

Policy Committee-

- Email Use Policy (Second Reading) – Motion by McHugh with support by LundBorg to adopt the Email Use Policy. Motion approved.
- Personal Behavior Policy (First Reading) – Make recommended changes and submit for second reading at the July board meeting.
- Gift Policy (First Reading) – Make recommended changes and submit for second reading at the July board meeting.
- Patron Privacy Policy (First Reading) – Make recommended changes and submit for second reading at the July board meeting.

Continuing Business:

- **Credit Card Use (Square)** – Barker recommends the PTL contract with Square. Barker, Tammy T, and LeTarte will figure out the best way to set up the system for accounting. If new bank account is required there should be no problem on the Township level since West Shore Bank will hold account. Motion by LundBorg with support by McHugh to proceed with contracting with Square as long as we receive print outs of the account action. Roll call vote: Aye – McHugh, LeTarte, Maguire, Peterson, Flynn and LundBorg. The motion was approved.

New Business:

- **Unpaid Leave Request** – Mary Jane Fedder has requested time off for a mini-sabbatical from November 28, 2018 through January 4, 2019. Time off would include 2 personal days, 53 vacation days, and 84 hours additional unpaid leave. Barker supports the request with the stipulation that 24 hours of the unpaid leave occurring in January 2019 be credited to earned vacation hours. Staff is willing to absorb her hours. Motion by McHugh with support by Maguire to grant the leave of absence with the 24 hours in January 2019 applied to 2019 earned vacation. Motion approved.
- **Annual Appeal** – LeTarte presented an overview for an annual appeal to be held in November or December as recommended by fundraising consultants during a session at RLC. Language needs to relate that donations may be tax deductible. Peterson suggested not including stamps on the return envelopes due to the cost of the postage. LundBorg stated that volunteers are not allowed to have access to names and addresses of patrons on donor list. LundBorg recommended including local businesses in the annual appeal. Consider late July appeal to reach businesses and summer residents. Barker reported that businesses have seasonal licenses which expire on October 31 which should be considered in the timing of the appeal. Recommendation to include the option for online giving tabled at this point. Consider again after first annual appeal. Identify projects/program which donations will support. Motion by LundBorg with support by Peterson to move forward with annual appeal with oversight by the Finance Committee. Motion approved.
- **Donor and Volunteer Recognition Event** – Barker recommends a simple event including music and desserts. Two dates being recommended are Sept 13 and Sept 20. Consider earlier date (Tues/Wed) because of summer people. Be sure to check community calendar for conflicts. Suggestion to send out thank you letters/invitations to all donors and volunteers. Pull list of donors and find per cent of seasonal donors to help find the best month to hold event.
- **Date of next Workshop** – Barker reported Steve Bass is willing to design our outdoor space with a more affordable footprint. She will ask him to attend our next work shop. Consider the option of June 28 or July 12 in the afternoon. The Director and each board member should develop of list of features to include, not include and any ideas that may have been missed in the previous renderings.

Other Business to come before the Board: None

Adjournment: Flynn adjourned the meeting at 7:07 PM.

Submitted by: Joan LundBorg, Acting Secretary