

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
04/20/2021**

**Call to Order:** The regular monthly board meeting was held at the PTL. It was called to order at 5:00 PM by Board President Kendra .

**Roll Call:** Present– Kendra Flynn, Amber Jaeb, Joan LundBorg, Valerie Church-McHugh and Lissa Williams. Absent – Robert Kennedy.

**Also Present:** Mary Barker, Director PTL.

**Guests:** None

**Approval of Agenda:** Under New Business add Resignation. *Motion by LundBorg with support by Jaeb to approve the agenda as amended. Approved.*

**Approval of the 03/16/21 Board Meeting Minutes:** *Motion by Williams with support by Jaeb to approve minutes of 03/16/21 as presented. Approved.*

**Treasurer's Report:** Finance Reports included in packet.

- **Finance Reports** – Barker explained the overdraft at West Shore Bank. Need to keep a \$600 minimum balance. It has been corrected.
- New format for Foundation reports now that transition to independent foundation has been completed.
- \$24,832.82 left in fund balance which is more than usual. Increase is due to COVID.
- Capital Fund shows expenses for computers.

*Motion by LundBorg with support by Church-McHugh to approve the financial reports as presented. Approved.*

**Review of Bills Paid:** *Motion by LundBorg with support by Jaeb to accept the bills paid from March 16th through April 20th as presented (\$8111.68). Approved.*

**Director's Report:** Report in packet.

- Barker has conducted staff evaluations and individual goals have been set for 21-22.
- Notified PTL is the recipient of a \$1900 grant from LOM for SRP supplies.
- Barker attended OCOF webinar on its grant program.
- Great response on Constant Contact newsletter.
- Discussed new programs being offered including Seed Library, Binge Boxes and Go Bags.
- Many of the clubs that met at the library are moving to Park Place.

- Barker is going to try to establish Young Adult Book Club.
- *Tails and Tales* is the theme of the 2021 SRP. Most of the activities will be held outside due to COVID.
- Flynn will check with school to see if it has any summer activities scheduled.

### **Committee Reports:**

- **Building & Grounds Committee -**
  - **Community Garden –**
    - Church-McHugh, Flynn, LundBorg and Williams volunteered to sit on the B&G Committee.
    - Several members of the committee attended a Zoom meeting with the Service Club.
    - PTL is especially looking for cooperation. Area must look like it is coordinated.
    - Service Club wants unveiling of community garden in May.
    - Service Club talked about landscaping along the fence which will be installed in the next couple of weeks.
    - Concern about zoning restrictions on height of fence in this area. Flynn will check with Zoning Administrator.
    - Williams presented her design as a concept of what we can do together. LundBorg suggested moving the area for the wedding photos to the area by the Park Place gazebo.
    - Everything on hold until the April 30<sup>th</sup> meeting.
  - **Heirloom Construction –** Barker has not heard back from Heirloom.

### **Continuing Business:**

- **Emergency Lighting Update –** No action at this point. Barker will contact another vendor.
- **Update on Phased in Opening –** Beginning April 28<sup>th</sup> masks must be worn by 2 to 4-year-olds. Using meeting room for small groups. Patrons limited to 30 minutes in the library.

### **New Business:**

- **Approval for Millage/Hiring Attorney/Ballot Language/Date –**
  - By consensus work with Anne Seuryck, an attorney who specializes in library law.
  - Consider May 2022 election with November 2022 as back up.
  - Flynn urged all Board members to watch the millage webinar presented by the LOM. Barker will send out the link.
- **Projection of Salaries -** Barker will develop projection.
- **Officers, New Treasurer –**
  - *Motion by LundBorg with support by Jaeb to appoint Church-McHugh as the Vice-President/Treasurer of the PTL Board. Approved.*

- **Health Standards-**
  - Since we have not obtained herd immunity and not everyone entering the library has been vaccinated, consider additional ways to protect staff and patrons from COVID while in the PTL.
- **Resignation –**
  - Robert Kennedy submitted a letter of resignation today. His new job does not allow the time needed to serve on the PTL Board. *Motion by LundBorg with support by Church-McHugh to accept Robert Kennedy's letter of resignation. Approved.*
  - Need to fill the vacancy. Review previous applicants and bring back other suggestions to our next board meeting.

**Agenda Items for Upcoming Meeting:**

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Update on Community Garden.
- Millage Discussion.
- Update on Heirloom.
- New Board Member.
- Salary Projections.

**To Do:**

- Barker and Flynn to work with Heirloom.
- Barker to send out link to Millage webinar.
- Barker to talk with Anne Seuryneck.
- Flynn to talk with Zoning Administrator.
- Flynn to talk with school about summer activities.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, May 18, 2021 at 5PM.

**Adjournment:** The meeting was adjourned at 6:45 PM.

Signed: \_\_\_\_\_

Joan T. LundBorg, Board Secretary