

Pentwater Township Library Board
Regular Monthly Meeting
Minutes
04/19/2022

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:32 PM by Board Vice-President Valerie Church-McHugh.

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

Also Present: Mary Barker, Director PTL.

Guests: Carol Triebel.

Approval of Agenda: *Motion by Jaeb with support by Gwillim to approve the agenda as presented. Approved.*

Approval of the 03/15/2022 Board Meeting Minutes: Under Continuing Business change Mark T. to Mark Shotwell and under Budget Amendments change “financial reports to “ budget amendments”. *Motion by Church-McHugh with support by Williams to approve minutes of 03/15/2022 as amended. Approved.*

Approval of the 03/26/2022 Work Session Minutes: Change the date of the next work session to Tuesday, April 26, 2022. *Motion by Church-McHugh with support by Williams to approve the 03/26/2022 Work Session minutes as amended. Approved.*

Treasurer’s Report: Finance Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Jaeb to approve the financial reports as presented. Approved. Motion by LundBorg with support by Gwillim to rollover the distribution available to spend in our CFOC fund. Approved.*

Review of Bills Paid: *Motion by Jaeb with support by Gwillim to accept the bills paid from March 16, 2022 through April 20,2022 as presented (\$13,184.00). Approved.*

Director’s Report & Stats: Report and stats in packet. Barker discussed her report.

Committee Reports:

- **Discussion on Committee Duties and Descriptions-** not addressed
- **Personnel Committee -**
 - Met last week with Carol Triebel for the first discussion. Will meet once more before final report.
- **Policy Committee –**
 - **Harassment and Discrimination Policy –** Third Reading. Delete the header and correct the spelling errors as identified by Church-McHugh. *Motion by Gwillim with support by Jaeb to approve the Harassment and Discrimination policy as amended. Approved.* Barker will make the changes.

- **Outreach & Advocacy Committee** – Did not meet.
 - Board members attended Village and Township meetings.
- **Finance Committee** –
 - Need to consider a new contract with Weare Township. Currently only paying \$2 per capita.
 - Hart Library is currently in negotiations with Weare and will work with us.

Continuing Business:

- **Investing in Bonds** – Austin Garcia, Financial Advisor, will discuss bonds at our next Board meeting.
- **Library of Michigan Certification of Population Report** –
 - The population of the PTL service area has increased by 142.
- **Strategic Plan** -
 - The next work session will be on Tuesday, April 26 at 6:00 PM.

New Business:

- **Carol Triebel** – Final Report will be completed after all the meetings with the committees.
- **MMLL Emails from Sheryl Mase** –
 - Foster Swift has made an agreement with the MMLL to offer legal assistance to member libraries. The MMLL will pay for one hour of legal work per year per library. *Motion by Jaeb with support by LundBorg to accept the legal service agreement from Foster Swift. Approved.*

Other Business to Come Before the Board:

- LundBorg handed out a stat sheet showing the wage percentage of budgets for Class I Libraries. The current state average for all libraries in the state is 64%.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, May 17 at 5:30 PM. The work session will be held on Tuesday, April 26 at 6:00 PM.

Adjournment: The meeting was adjourned at 6:52 PM.

Date: _____

Signed: _____

Joan T. LundBorg, Board Secretary