

Pentwater Township Library  
Library Board of Trustees Work Session  
DRAFT Minutes  
Tuesday, April 16, 2024

**Call to order:** 5:23 by Valerie Church-McHugh

In attendance: Joan LundBorg, Jennifer Gwillim, Melissa Williams, Amber Jaeb, Valerie Church-McHugh, Melissa Williams.

Absent: Kendra Flynn

Guests: Mary Barker, Director

**Approval of agenda:** Motion by Gwillim with support from LundBorg. *Approved.*

**Approval of March minutes:**

Special meeting: Motion by Gwillim with support from LundBorg. *Approved.*

Work session: Motion by Gwillim with support from Jaeb. *Approved.*

**Treasurer's report:**

Finance report for February and March 2023 - Presented by Williams, included in packet. Investment amount will be changed from \$62,000.00 to \$65,000.00 in the month ending report. Motion by Jaeb with support from Gwillim to approve report as amended. *Approved.*

Michigan Class - Motion by Church-McHugh with support from Gwillim to invest all money (\$65,000.00) from West Shore Bank treasury bills Cetera account (and also close the account) and a portion (\$57,280.00) from Shelby State Bank Money Market into Michigan Class Investment. Roll call: Williams-yes, LundBorg-yes, Gwillim-yes, Church-McHugh-yes, Jaeb-yes. *Approved*

**Approval of bills:** Presented by Mary, included in board packet. Motion by Gwillim with support from Williams. *Approved.*

**Director's report and statistics:** Presented by Mary, included in board packet.

**Committee reports:**

Community outreach/advocacy – Val attended the village personnel committee meeting on 4/15/24 which discussed filling the open village manager position. In the interim, Jeff Hodges will be the acting city manager. Mary attended the monthly village council meeting.

Advocacy and PR ideas 2024 – list of ideas reviewed by board members. Brainstormed ideas to encourage PR in the community.

Finance committee – see treasurer's report.

Personnel committee – discussed the webinar “A Practical Guide to Evaluating Your Library Director”. Discussed additions and suggestions for creation of a new director evaluation.

Policy committee – discussed the use of Zoom for board meetings. Reviewed current policy. No action taken.

**Continuing business:**

District library – next steps discussed. Reviewed talking points. Brainstormed ideas on how to present information and data to Weare township.

Motion by Jaeb with support from Williams for board president and designees to present data and facts to school and township officials regarding the potential formation of a district library with the school.

Outdoor library sign – Val to connect with the Methodist Church to discuss contact information and details about the company they used for their sign.

Library staff will be attending the Pentwater elementary school dance 4/26/24.

**New Business:** Ongoing discussions regarding contract with Weare Township.

**To do:**

Lissa will contact Jeff Anderson to begin investment process and also Westshore Bank to close and transfer treasury bills account.

Recommend to review Michigan Class account and interest accumulation quarterly.

Personnel committee and director will work together to create a director job description and will review strategic plan to help guide the creation of a new evaluation form.

Pull data on patron usage, services offered and used.

Work on creating a presentation to share at the next Weare township meeting.

Draft submitted 4/17/24

Amber Jaeb, Secretary