

**Pentwater Township Library Board
Regular Monthly Meeting
Minutes
08/17/2021**

Call to Order: The regular monthly board meeting was held at the PTL and was called to order at 5:37 PM by Board Vice-President Valerie Church-McHugh.

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

Also Present: Mary Barker, Director PTL.

Guests: None

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

Approval of the 07/20/2021 Board Meeting Minutes: *Motion by Williams with support by Gwillim to approve minutes of 07/20/2021 as presented. Approved.*

Approval of the 06/29/2021 Building & Grounds Committee Meeting Minutes: *Motion by Williams with support by Gwillim to approved the 06/29/2021 B&G Committee minutes as presented. . Approved.*

Treasurer's Report: Finance Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Gwillim to approve the financial reports as presented. Approved.*

Review of Bills Paid: *Motion by LundBorg with support by Gwillim to accept the bills paid from July 20 through August 16 as presented (\$6,028.36). Approved.*

Director's Report:

- **Grants –**
 - All reports for LOM grants (CARES Act and Summers Arts) must be filed by the end of August.
 - The MMLL mini-grant must be filed by the end of September.
 - The Michigan Township ParPlan grant for the relocation of the drop box was not funded. They wanted a signed resolution specific to this grant cycle.
 - The MI Humanities grant this fall.
 - The Emergency Connectivity Fund grant will also be announced in September.
- **Audit –** The audit with Gabridge went smoothly.
- **TALK Program –** The LOM and MCLS have announced the TALK (Text and Learn for Kindergarten) program to build pre-literacy for children from birth to Kindergarten.
- **Workforce Collection -** A grant through the IMLS has provided a collection of workforce development and job skills books.
- **Census –**
 - The Michigan Township Association released a spread sheet with all township percent changes.

- Pentwater Twp. grew by 9% with 137 new people and a total population of 1652.
- **EAP Program** – MMLL has arranged for free access by library employees to Michigan Assistance Program which provides all kinds of personal assistance.
- **Parking Lot** - The resealing and restriping of the parking lot began today.
- **Park Street Construction** - Not clear if the Aug 22 deadline will be met.

Committee Reports:

- **Building & Grounds Committee** -
 - Community Garden –
 - Zoom meeting with Mark Trierweiler scheduled for 09/10/2021 at 3 PM. Barker to check to see if we could meet at the library.
 - Barker is concerned the Community Garden is using our water and that the hoses and connectors are bad. Does not want the Library to provide access to water next season.
 - Chris Brown had indicated they Village would install a fire hydrant with a special connector for the garden. It has not happened.
 - Consider rain barrels for collection of water.
 - Service Club needs to do survey of participating gardeners.
 - Heirloom –
 - Barker contacted Heirloom and thanked him and explained at this time we cannot move forward with a full-scale project. Did not hear back from him.

Continuing Business:

- **Emergency Lighting Update** – No action at this point. Barker has received a recommendation for a different electrician.
- **Foster Swift Millage Attorney-**
 - Barker reviewed the library millages that were held in August. KDL's did not pass.
 - Libraries discussing the value of getting rid of the Headlee Override but it is defined in the Michigan constitution.
 - Barker and Church-McHugh would like to schedule a meeting with the County Clerk to discuss our millage election.
 - Patrons must be aware of the need for the millage as it impacts library services. Need a millage campaign committee.
- **Projection of Salaries** – Included in packet.
 - Do we want to address an increase in wages?
 - Barker will prepare a salary and benefits report for the next meeting.
 - Barker will also create report for salaries of other Class I libraries and a report of the salaries in Oceana County libraries.

New Business:

- **Adding Treasurer to all Bank Accounts-** LundBorg will bring resolution to the next meeting.
- **Board Resolution #2 for FCC Grant** -
 - Barker is still looking into requirements. No action at this time.
- **Library Positions** –
 - Two positions open at this time. Openings have been posted.

- Consider hiring a high school student to fill one position. Barker to check with insurance company to see if this is an issue.

Other Business to Come Before the Board:

- **MMLL Annual Meeting –**
 - The meeting is being held on September 22nd at Caberfae.
 - Barker would like to close the library for the day so all employees can attend. Attendance will be required. At this time the individual sessions have not been announced. *Motion by Gwillim with support by Williams to close the library for the day so the full staff can attend. Approved.*
 - Board members offered to help if Barker finds she needs support in the library.
 - Barker also invited all board members to attend the annual meeting. Please let her know if you are interested.

Agenda Items for Upcoming Meeting:

- Update on Emergency Lighting.
- Update on Community Garden.
- Millage Discussion.
- Status of Staff Vacancies
- Continue Discussion on Pay Scales and Bonuses.
- Resolution for Appointing Church-McHugh as signatory for all bank accounts.

To Do:

- Barker to check to see if meeting with Trierweiler can be held in the PTL.
- Barker to create report on Class I library pay scales and pay scales for Oceana Libraries.
- LundBorg to bring resolution regarding signatory on bank accounts.
- Barker to schedule meeting with County Clerk.
- Barker to prepare salary and benefits report for next meeting.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, August 17, 2021 at 5:30PM.

Adjournment: The meeting was adjourned at 7:07 PM.

Signed: _____

Joan T. LundBorg, Board Secretary