

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
12/15/2020**

**Call to Order:** The regular monthly board meeting via Zoom was called to order at 5:03 PM by Board President Kendra Flynn.

**Roll Call:** Present– Kendra Flynn, Joan LundBorg, Valerie Church-McHugh and Lissa Williams.

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

**Guests:** None

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

**Approval of the 11/17/2020 Board Minutes:** Under Finance change 1999-2000 to 2019-2020. *Motion by Church-McHugh with support by LundBorg to approve minutes of 11/17/2020 as amended. Approved.*

**Approval of the 12/09/2020:** Under Board Candidates correct the spelling of Kennedy and Werner. Under Adjournment change PM to AM. *Motion by Church-McHugh with support by LundBorg to approve the 12/09/2020 Exec Committee Minutes as amended. Approved.*

**Treasurer's Report:** Reports included in packet. Barker reported at the end of November 66% of budget remains. Every year the PTL gets an allocation from the Hansen Fund which is held by the Muskegon Community Foundation which is used for books and educational materials for children. Payment will now be paid in January and will be adjusted for current year and next fiscal year. *Motion by LundBorg with support by Church-McHugh to accept the finance reports as presented.*

**Review of Bills Paid:** *Motion by LundBorg with support by Church-McHugh to accept the bills paid from November 17th through December 15th as presented (\$4,061.53). Approved.*

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

- Reopening – PTL will be reopening tomorrow for curbside only. Will resume fax and copy service at a later date.
- CARES Act – Final report filed for the \$4300 which was used on an employee's salary.
- Adult Winter Reading Program – The 10-week program will start in January. The theme is *Blizzard of Books*.
- LEAP – Barker is taking a six-month program on re-engaging with patrons and community following the end of pandemic.

### **Committee Reports:**

- **Building & Grounds Committee -**
  - Barker talked with Josh from Heirloom who expressed an interest in taking on this project. He would like to pull the project details together. Told Barker not to break up the project in phases since it will increase the cost. Can he give estimated cost?
  - MCDL used Heirloom for recent projects. Barker will talk with Eric and Patty.
  - Need more information before we proceed. Do we need bids? What legal steps are required.
  - Flynn will talk with Lynne Cavazos.
  - Schedule next meeting once the entire board is in place.
- **Finance Committee –** Barker discussed anticipated revenues for 2021-2022.
  - No information at this time from County Treasurer on millage revenues.
  - Truth in taxation approved so we will get an additional \$3500.
  - State Aid for libraries was increased by \$1 million with PTL receiving between \$300-\$500.
  - With the cancellation of Electric Forest PTL will lose about \$3000.
  - By consensus the Budget Hearing will be held at 5PM on January 19<sup>th</sup> followed by the board meeting via Zoom.
  - By consensus will hold a meeting to finalize the proposed 21-22 budget at 5PM on Jan 12<sup>th</sup> at 5 PM via Zoom.

### **Continuing Business:**

- **Emergency Lighting Update –** Still no response from Blackmer.
- **List of Potential Candidates –** Included in packet.
  - Flynn and Church-McHugh will conduct interviews via Zoom.
  - Will send out questions a couple of days prior to meeting.
  - Will check with attorney on if these need to be conducted under OMA.
  - Will schedule a special meeting to approve recommendations within a week after the interviews.
  - Orientation will take place once board in place.
- **Update on Reopening Phase –** See Director's Report.
- **Overdrive –** Signed up with TLN for Zinio services.

### **New Business:**

- **Annual Investment Report -** The report is included in the packet. Cash in SSB CD in January 2021.
- **Attorney Communication –** Letter from Mark Nettleton was included in packet.
- **Bank Signatory –** As a Township Library Heather Douglas, Township Treasurer and Sue Johnson, Township Clerk are now signatories on our accounts. Once PTL Board Treasurer is elected he/she will be signatory. Need to have Investment Policy that explains bank signatories. ***Motion by Church-McHugh with support by LundBorg to approve Pentwater***

***Township Treasurer Heather Douglas, Pentwater Township Clerk Sue Johnson, and PTL Board Treasurer to be signatories on all Pentwater Township Library bank accounts and CD's.***

***Approved.***

- **Election of Officers** – Proposed slate of officers: President – Kendra Flynn; Vice-President – Val Church-McHugh; and Secretary – Joan LundBorg. *Motion by Church-McDonald with support by LundBorg to approve the slate of officers. Approved.*
- **Minimum Wage Increase/COLA** – Church-McHugh worked on the new wage schedule based on a minimum of \$9.87 beginning in Jan 2021 with a 3% increase in April. Barker and Church-McHugh will review employee pay with Tammy Hammerle.
- **Schedule of 2021 Board Meetings** - Schedule included in packet. *Motion by LundBorg with support by Church-McHugh to approve the 2021 meeting schedule. Approved.*
- **New Board Member Orientation** –
  - Orientation will take place via Zoom once all board members are in place.
  - Assign mentor to each new board member.
  - Be sure to show them how to sign up for LOM and MMLL listservs.
  - Barker has prepared new notebooks for new board members.
- **Hansen Grant** – See Director's Report.

**Agenda Items for Upcoming Meeting:**

- Budget Hearing
- Update on COVID Reopening Phase.
- Update on Emergency Lighting.
- Approve Budget.

**To Do:**

- Flynn and Church-McHugh will conduct candidate interviews.
- Review regulations that relate to Zoom and OMA.
- Check with attorney on OAM laws as they relate to interviewing candidates.
- Barker to follow up with Heirloom.
- Barker to contact MCDL.

**Next Meeting:** A special meeting will be held on Tuesday, January 12, 2020 at 5PM to review proposed budget. The Budget Hearing will be held on Tuesday, January 19<sup>th</sup> at 5 PM followed by the regular monthly meeting,

**Adjournment:** The meeting was adjourned at 6:35 PM.

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

Joan T. LundBorg, Board Secretary