

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
12/21/2021**

**Call to Order:** The regular monthly board meeting was held at the PTL and was called to order at 5:33 PM by Board President Kendra Flynn.

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

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

**Guests:** Nine people were in the audience.

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

**Approval of the 11/16/2021 Board Meeting Minutes:** *Motion by McHugh with support by Gwillim to approve minutes of 11/16/2021 as presented. Approved.*

**Approval of the 11/30/2021 Special Board Meeting Minutes:** *Motion by McHugh with support by Jaeb to approve minutes of 11/30/2021 as presented. Approved.*

**Approval of the 12/13/2021 Special Board Meeting Minutes:** *Motion by McHugh with support by Williams to approve minutes of 12/13/2021 as presented. Approved.*

**Approval of the 12/13/2021 Closed Session at Special Board Meeting Minutes:** *Motion by McHugh with support by Jaeb to approve minutes of 12/13/2021 closed session as presented. Approved.*

**Approval of the 11/30/2021 Work Session Minutes:** *Motion by McHugh with support by Williams to approve minutes of 11/30/2021 work session as presented. Approved.*

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

**Review of Bills Paid:** Reviewed by Barker. *Motion by McHugh with support by Gwillim to accept the bills paid from November 16 through December 20 as presented (\$5015.27). Approved.*

**Director's Report:** Barker reviewed the highlights of her report which was included in the packet.

● **Grants –**

- The laptops have arrived and we are waiting for Chromebooks and the hotspots.
- The Junior Women's Club awarded us \$4000 for new outdoor furniture.

- **Community Garden** – The Service Club is giving us two plots for our Library Sprouts program. Will place article in the OHJ and the PTW.
- **Programs** –
  - Great Michigan Reads will be held January-March.
  - The Adult Winter Reading Program started in November.
- **Newsletter** – We are changing from Constant Contact software to LibraryAware software which includes many resources for libraries including templates and graphics.
- **Circulation Stats** – Slow November and December.

#### Committee Reports:

- **Personnel Committee** – Met to review approach to addressing issues.
- **Policy Committee-**
  - **Capital Asset Policy** – Second Reading. Motion by Williams with support by Gwillim to approve the policy as presented. Approved.
  - **Harassment Policy** – Second Reading. Bring back proposed changes as part of the current policy.
- **Finance Committee** –
  - Presented preliminary proposed budget.
  - Currently receiving .81 mils instead of 1.0 due to Headlee Amendment.
  - First time we have gone into reserves because of reduced revenues.
  - All CDs have been close and funds moved to Money Market accounts.
  - Need to schedule Truth in Taxation Hearing.
  - Should we start charging fines again?
  - Need to budget for legal fees.

#### Continuing Business:

- **Foster Swift Bill** –
  - Flynn contacted the firm regarding the bill we received and paid and she decided to let it stand.
  - Foster Swift will be increasing its hourly rate after the first of the year.
- **Investment Bonds** – LundBorg will contact Austin Garcia for a presentation on bonds.
- **Tax Revenues** – Need to address the process and timing for a millage election.

#### New Business:

- **Election of Officers** – *Motion by Gwillim with support by Jaeb to re-elect the current officers. Motion approved.*
- **Committee Appointments** – By consensus the following committee appointments were made:
  - **Personnel Committee** – Flynn, Church-McHugh, and Gwillim
  - **Policy Committee** – LundBorg
  - **Finance Committee** – Church-McHugh and Williams
  - **Public Relations** – Flynn and Jaeb
  - **Buildings and Grounds** – Committee of the Whole
- **Annual Investment Report** – Included in packet.
- **Budget Hearing** – Scheduled for January 18<sup>th</sup> at 5:30 PM followed by the regular meeting.

- **Schedule of 2022 Meetings** – Included in packet. Correct year for December meeting. *Motion by LundBorg with support by Church-McHugh to approve the meeting schedule for 2022 as amended. Approved.*

**Other Business to Come Before the Board:**

- **Work Session** – Need to schedule work session ASAP. Flynn will email with potential dates.

**Public Comment:** Positive comments were received from two members of the audience on library operations and the Director.

**Closing Statement** – Flynn read a closing statement about the direction the Board will be taking to address concerns voiced at last meeting.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday January 18, 2022 at 5:30 PM.

**Adjournment:** *Motion by Jaeb with support by Gwillim to adjourn. Approved.* The meeting was adjourned at 7:03 PM.

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

Joan LundBorg, Board Secretary

Pending