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 –
  o The laptops have arrived and we are waiting for Chromebooks and the hotspots.
  o 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** –
  o Great Michigan Reads will be held January-March.
  o 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** –
  o **Capital Asset Policy** – Second Reading. Motion by Williams with support by Gwillim to approve the policy as presented. Approved.
  o **Harassment Policy** – Second Reading. Bring back proposed changes as part of the current policy.

• **Finance Committee** –
  o Presented preliminary proposed budget.
  o Currently receiving .81 mils instead of 1.0 due to Headlee Amendment.
  o First time we have gone into reserves because of reduced revenues.
  o All CDs have been close and funds moved to Money Market accounts.
  o Need to schedule Truth in Taxation Hearing.
  o Should we start charging fines again?
  o Need to budget for legal fees.

**Continuing Business:**

• **Foster Swift Bill** –
  o Flynn contacted the firm regarding the bill we received and paid and she decided to let it stand.
  o 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:
  o **Personnel Committee** – Flynn, Church-McHugh, and Gwillim
  o **Policy Committee** – LundBorg
  o **Finance Committee** – Church-McHugh and Williams
  o **Public Relations** – Flynn and Jaeb
  o **Buildings and Grounds** – Committee of the Whole

• **Annual Investment Report** – Included in packet.

• **Budget Hearing** – Scheduled for January 18th 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