

Pentwater Township Library
Regular Monthly Board of Trustee Meeting
DRAFT MINUTES
December 6, 2022

Call to Order: Meeting was called to order at 5:32 p.m. by Kendra Flynn

Roll Call: Present - Kendra Flynn, Joan LundBorg, Melissa Williams, Amber Jaeb and Jennifer Gwillim.

Absent - Valerie Church-McHugh

Also in attendance: Mary Barker, Director

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

Joan LundBorg left the meeting prior to the remaining actions.

Approval of Minutes of the Regular Monthly Meeting of November 15, 2022: *Motion to approve minutes as amended by Jaeb with support by Williams. Approved.*

Treasurer's Report: November Finance Report submitted by Church-McHugh included in packet. *Motion to approve report as presented by Jaeb with support by Williams. Approved.*

Approval of Bills: *Motion by Jaeb with support by Williams to accept bills paid as submitted. Approved.*

Director's Report: Included in packet was reviewed.

Committee Reports:

Policy Committee - none

Finance Committee - none

Personnel Committee - *Motion by Gwillim with support by Jaeb to proceed with the Director's Evaluation and Timeline as presented. Approved.*

Community Outreach and Advocacy - Continue with treats to recognize staff in January

Continuing Business:

Email Service Contracts are still being explored

Director Annual Review (see Personnel Committee Report) - Personnel Committee will consider additional input from the Director.

Strategic Plan - Prioritize objectives and action plan at January 3rd Work Session

New Business:

Election of Officers by Ballot Vote:

- President - Valerie Church-McHugh
- Vice President - Jennifer Gwillim
- Secretary - Amber Jaeb
- Treasurer - Melissa Williams

Motion by Gwillim to reconsider the Board Succession Policy for intent and clarity with support by Jaeb. Approved.

Committee Appointments - TBD

Annual Investment Report - included in packet

Date for Annual Public Budget Hearing set for February 21, 2023 at 5:30 p.m.

Schedule of 2023 Regular Board Meetings set

- Tuesday, January 17, 2023 - 5:30 p.m.
- Tuesday, February 21, 2023 (immediately following Public Budget Hearing)
- Tuesday, April 18, 2023 - 5:30 p.m.
- Tuesday, June 20, 2023 - 5:30 p.m.
- Tuesday, August 15, 2023 - 5:30 p.m.
- Tuesday, October 17, 2023 - 5:30 p.m.
- Tuesday, December 5, 2023 - 5:30 p.m.

Motion to approve the schedule of regular Board meetings by Flynn with support by Jaeb. Approved.

Work session scheduled for January 3, 2023 at 5:30 p.m.

Additional Work Sessions to be determined as needed:

- Tuesday, March 21, 2023 - 5:30 p.m.
- Tuesday, May 16, 2023 - 5:30 p.m.
- Tuesday, September 19, 2023 - 5:30 p.m.
- Tuesday, November 21, 2023 - 5:30 p.m.

Test and Go Kiosk for COVID testing shared by Director Barker

NARCAN availability discussed

Open Meetings Act - reviewed

Other Business to come before the Board: none

Public Comment: none

Next Meeting: Work Session to address Strategic Plan, Tuesday, January 3, 2023 at 5:30 p.m.

Adjournment: *Motion to adjourn by Flynn with support by Williams. Approved. Adjournment at 7:26 p.m.*

DRAFT Submitted: 12/07/2022

By Jennifer Gwillim

