

Pentwater Township Library  
Regular Monthly Board of Trustees Meeting  
DRAFT MINUTES  
December 5, 2023

**Called to order:** Meeting was called to order at 5:32 pm by Valerie Church-McHugh.

**Roll Call:** Present – Kendra Flynn, Jennifer Gwillim, Amber Jaeb, Valerie Church-McHugh, Joan LundBorg, Melissa Williams. Also in attendance – Mary Barker, Director and members from Girl Scouts Troop 8350 along with the troop leader.

**Approval of Agenda:** Moving Girl Scouts presentation up to follow director’s report. Motion by Flynn with support by Gwillim to approve agenda as amended. *Approved*

**Approval of Minutes:** Motion by LundBorg with support by Flynn to approve minutes from the regular monthly board meeting in October. *Approved*

Motion by LundBorg with support by Williams to approve minutes from the work session in November. *Approved.*

**Treasure’s Report:** Submitted and presented by Williams. Edit the November report to state “we are in the third quarter of our fiscal year and have spent 66% of our budget”. Suggestion from the board to have report be consolidated from two months each in their own report to two months in one report. Church-McHugh shared that Shelby State Bank contacted director to discuss that our account with them has not been active for at least a year. The board will consider other account options available with Shelby State Bank. Motion by LundBorg with support by Gwillim to approve treasurer’s report as amended. *Approved.*

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

**Director’s Report and Stats:** Included in packet and was reviewed and presented by Mary Barker. Suggestion from the board to only have the Director’s Report submitted to the village and township monthly meetings rather than the entire board packet.

**New Business:** Girl Scout’s Troop 8450 – Silver Award Project presented by two members of the local Girl Scout’s troop (one student from Pentwater High School and one from Hart High School)

**Committee Reports:**

Finance – nothing to report

Personnel – New director’s evaluation will be implemented for this year.

Policy – nothing to report

Community –

    Village – nothing to report

    Township – noting to report

**New Business:**

Current slate of officers – motion by Gwillm with support from LundBorg to approve the continuation of the current slate of officers. *Approved.*

Committee Appointments – Motion by Williams with support from Jaeb to approve the continuation of the committee appointments. *Approved.*

District Library/Millage recommendation – Motion by Gwillim with support by Williams to move forward with the process of becoming a district library. Roll call: Gwillim – yes, Williams – yes, Jaeb – yes, Flynn – no, LundBorg – no, Church-McHugh – yes. *Approved.*  
Meeting schedules – motion by Jaeb with support by Williams to keep the current scheduled as presented. *Approved.*

Annual investment report – presented by Mary Barker

Capital projects prioritized – presented by Mary Barker. List will be shared with the Friends of the Library group. Board suggested that director obtain prices for projects.

Weare Township – Flynn had a discussion with the Weare township clerk regarding the bill sent to him for future financial agreements for funding from Weare residents.

**Other business to come before the board:** Mary will schedule a meeting with our attorney, Ann.

**Adjourn:** Meeting was adjourned at 7:33 pm. Motion by Flynn with support by Gwillim.

