

Pentwater Township Library
Board of Trustee Regular Meeting
Draft Minutes
Tuesday December 17, 2024 @ 5:30

Call to order: 5:30 by Valerie Church-McHugh

In attendance: Valerie Church-McHugh, Amber Jaeb, Jennifer Gwillim, Joan LundBorg, Kendra Flynn. Also in attendance: Mary Barker, Director

Approval of Agenda: Motion by Gwillim with support by Flynn. *Approved.*

Approval of Minutes: Motion by Gwillim with support by Flynn. *Approved.*

Treasurer's Report: Included in packet. Motion by LundBorg with support by Jaeb. *Approved.*

Preliminary personnel worksheet - reviewed

Preliminary FY26 budget - reviewed

Director's Report and Stats: shared with members, included in packet.

Committee Reports:

Policy – Nothing to report

Earned Sick Time Act Leave (ESTA) – more to come, ideas discussed.

Continued Business:

District library process

Next steps – planning committee meeting to be scheduled with representatives from the library, Pentwater Township, Pentwater Public School.

Special meeting (dates, agenda) – to be determined.

Committee as a whole to meet and prepare for planning committee meeting on 1/7/24.

Strategic plan/action plan – will be updated as committee on an ongoing basis.

Outdoor sign – on hold at this time. Potentially will be partnering with another local group for support, ideas, and funding.

PowerPoint presentation – on hold.

New Business:

New board member interviews and appointment – Motion by Flynn with support from Gwillim.

Roll call: Flynn-yes, LundBorg-yes, Gwillim-yes, Church-McHugh-yes, Jaeb-yes.
Approved.

Orientation for new board member – orientation checklist shared with board members.

Board officers elections – Motion by LundBorg with support by Gwillim. *Approved.*

President (Valerie Church-McHugh), Vice President (Jennifer Gwillim), Secretary (Amber Jaeb), Treasurer (Kendra Flynn), Trustee (Joan LundBorg and Elly Bainbridge)

Committee assignments for 2025 – Policy (Joan LundBorg), Personnel (Amber Jaeb and Jennifer Gwillim), Finance (Kendra Flynn, Valerie Church McHugh, and Elly Bainbridge), PR and Advocacy (committee as a whole), Building and Grounds (committee of the whole)

Resolution for signatories of financial accounts – Be it resolved, that Kendra Flynn as Treasurer of the Pentwater Library Board be added as a signatory of all library bank accounts. Motion by LundBorg with support by Gwillim. *Approved.*

Roll call: Flynn-yes, LundBorg-yes, Gwillim-yes, Church-McHugh-yes, Jaeb-yes.
Approved.

New calendar for 2025 meeting schedule – changed December meeting to 12/9/25.
Motion by Church-McHugh with support by LundBorg. *Approved.*

FY 25-26 public hearing date – February 18, 2025.

Annual report – included in packet and presented by Mary Barker.

Capital projects – included in packet and presented by Mary Barker.

Adjournment: Motion by Church-McHugh with support by Jaeb. Adjourned at 7:06 pm.

Draft submitted December 17, 2024

Amber Jaeb, Secretary

December 17, 2024

To whom it may concern,

The Pentwater Township Library has confirmed the resolution for signatories of financial accounts.

Be it resolved, that Kendra Flynn as Treasurer of the Pentwater Library Board be added as a signatory of all library bank accounts.

Thank you,

President:

Secretary: