

**Pentwater Township Library Board  
Regular Monthly Meeting  
Minutes  
02/18/2020**

**Call to Order:** The regular monthly board meeting at the PTL was called to order at 5:01 PM by Board President Kendra Flynn.

**Roll Call:** Present– Kendra Flynn, Elaine LeTarte, Joan LundBorg, Cynthia Maguire, Valerie Church-McHugh. Absent – Nancy Peterson.

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

**Approval of Agenda:** Under Continuing Business add Signs for the Census and Artisan Center Signs. Under New Business add Auditors. *Motion by LundBorg with support by Maguire to approve the agenda as amended. Approved.*

**Approval of the January 21, 2020 Minutes:** Two typos identified. *Motion by Church-McHugh with support by Maguire to approve the minutes of 01 21 2020 as amended. Approved.*

**Treasurer's Report:** LeTarte reviewed financial reports. Still waiting from accountants on how to handle the \$10K. LeTarte also has other questions for the accountant concerning QB. Credit card fees are now coming out of checking, not money market. *Motion by Maguire with support by Church-McHugh to accept the Treasurer's report as presented. Approved.*

**Review of Bills Paid:** *Motion by LeTarte with support by Church-McHugh to accept bills as paid. Approved.*

**Director's Report:** Written report included in packet.

- **165<sup>th</sup> Celebration** – More than 250 people attended the celebration. The fundraising campaign will continue through the summer in order to reach our summer residents.
- **Grants** – Barker is submitting grants to LSTA to purchase early literacy backpacks and to MMLL for SRP supplies.
- **Winter Reading Program** – Going well with about 25 people participating per week.
- **HumanKind** – PTL will be showing *13 Days*, a film on the Cuban Missile Crisis, tomorrow as part of the HumanKind Series.
- **Author Visit** - Dr. Mona Hanna-Attisha, author of *What the Eyes Don't See*, will appear in Pentwater on April 20<sup>th</sup>. Book discussions will be held on March 2<sup>nd</sup> and March 4<sup>th</sup>.
- **Spring and Summer Programming** – Additional programming will include a presentation on migrating birds and another on gardening.

- **Risk Audit** – Went well. Rep has sample policies, but insurance company is holding back on camera surveillance policy until we see what happens with MI SB 611.
- **Census 2020** - PTL will remain open on April 1<sup>st</sup> until 10 PM to assure people have access to computers to complete their census reports. Library will post outdoor signs.
- **Friends 2.0** – The first organizational meeting will be held on Feb. 20<sup>th</sup> at 10 AM. Attendees should take the lead on the formation of a new Friends' group.
- **Millage Workshop** – We were not able to register for the March workshop because of limited space.
- **Village Board Packet** – Barker reported she is now sending board packets to the Village, in addition to the Township.
- **LSTA Funding** – In the proposed federal budget LSTA funding is once again eliminated. Will be addressed on Legislative Day in May, in addition to the petitions that are currently circulating. Be involved!

#### Committee Reports:

- **Finance Committee** –
  - Preliminary FY 20-21 Budget- LeTarte and Barker reviewed the proposed budget. LundBorg recommended increasing the starting hourly wage for new employees. The Personnel Committee and LeTarte will meet to discuss the issue after the start of the new fiscal year. Get RFP's for exterior work before making any decision. Barker explained the need for replacing older computers. New contract will give patrons access to all RB e-magazines. Considering e-newsletter. In the future consider moving the preliminary budget to the January board meeting and the budget hearing to February. Consider action on going back to single budget at March meeting.

#### Continuing Business:

- **Annual Investment Report** – *Motion by LeTarte with support by Maguire to accept the revised investment report. Approved.*
- **Outdoor Project** – Barker and Flynn are working on RFPs which will be presented at the March meeting.
- **Attorney Information** – Received a bill for \$1080.50 from the attorney who answered our millage questions. *Motion by LeTarte with support by LundBorg to approve paying invoice for \$1080.50. Roll Call: Yes - LeTarte, LundBorg, Flynn, Maguire and Church-McHugh. No – None. Approved.*
- **Rural Libraries Conference** – The sessions for the April 13-15 conference in TC are now posted online. Let Barker know if you would like to attend.
- **Census Signs** – See Director's Report.
- **Artisan Signs** – Wait until the outdoor project is finished before contacting Artisan Center.

**New Business:**

- **Auditors-** The township has hired a new firm for the annual audit., Roslund, Prestage & Company. Barker to ask auditor how we can prepare ahead of his visit. LeTarte will help with the process.
- **Budget Amendments** – Revise the following statements to: #4 – Add \$300 to the New Line Item Expense Line Item 960 Bank and Credit Card Fees and #5 – Increase Expense Line Item 701 Salaries and Fringe Benefits by \$4000. *Motion by LeTarte with support by Church-McHugh to approve the Budget Amendments as revised. Approved.*
- **Finance Projections** – LeTarte presented an estimate on the viability of the current millage as adjusted by Headlee.

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

- Petitions for November Election – Petitions can now be picked up at the Township Office. Barker and Flynn talked with Peterson.

**Agenda Items for Next Meeting:**

- RFP's for Outdoor Project. (Action Item)
- Returning to single budget. (Action Item)
- Eliminating fines. (Discussion)
- Approve list of ACH payments. (Action Item)

**Next Meeting:** Budget Hearing will be held on Monday, March 9th at 5:00 PM followed by the regular monthly Board meeting.

**Adjournment:** The meeting was adjourned at 6:48 PM.

Signed: Joan T. LundBorg

Joan T. LundBorg, Interim Recording Secretary