

**Pentwater Township Library Board
Regular Monthly Meeting
Minutes
02/16/2021**

Call to Order: The regular monthly board meeting via Zoom was called to order at 5:16 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Joan LundBorg, Valerie Church-McHugh, Robert Kennedy and Lissa Williams. Absent – Amber Jaeb

Also Present: Mary Barker, Director PTL.

Guests: None

Approval of Agenda: Move Approve Budget to last item under New Business. *Motion by LundBorg with support by Church-McHugh to approve the agenda as amended. Approved.*

Approval of the 01/19/2021 Board Minutes: Change Go To to To Go Bags and change Sisko to Siska. *Motion by Church-McHugh with support by LundBorg to approve minutes of 01/19/2021 as amended. Approved.*

Treasurer's Report: Reports included in packet. Barker reported 53% of the current budget is expended. Need a resolution to amend three budget line items because of grant income. *Motion by Church-McHugh with support by Williams to amend the budget: Add \$500.79 (Early Literacy) to Miscellaneous Income and increase expense Line 855 by \$500.79; add \$4300 (CARES Act) to Miscellaneous Income and increase Salary expenses by \$4300; and add \$1500 (OFOC Wish List) to Miscellaneous Income and increase expense Line 855 by \$1500. Motion Approved. Motion by LundBorg with support by Kennedy to accept the finance reports as presented.*

Review of Bills Paid: *Motion by Church-McHugh with support by Williams to accept the bills paid from January 19th through February 16th as presented (\$7,548.81). Approved.*

Director's Report: Report in packet.

- State Aid – New questions on the report due to COVID.
- MMLL Advisory Board – Meeting every two weeks via Zoom.
- Barker has been attending continuing ed webinars.
- Applying for MML Par Plan grant to move the drop box to a better location which will cost about \$1500. *Motion by LundBorg with support by Church-McHugh to support applying for the MML Par Plan grant. Approved.*
- Also applying for a MMLL Mini Grant to purchase camera equipment for virtual programming.
- Staff just completed inventory.

- To Go Bags are almost ready for circulation.
- Due to the weather the Adult Reading Program has been extended two weeks.
- Establishing a community Seed Program.
- Staff is putting together Binge Night bags which will include DVD and snacks.
- Getting good feedback on the Early Learning posts on FB.
- No birthday celebration for the library this year due to COVID.

Committee Reports:

- **Building & Grounds Committee -**
 - Barker will send out pending B&G committee meeting minutes.
 - Committee recommends hiring Heirloom not to exceed \$70,000. *Motion by Church-McHugh with support by Williams to contract with Heirloom Carpentry & Construction to develop initial plans for the project. Roll Call: YES- Church-McHugh, Flynn, Williams and Kennedy. NO- LundBorg. Approved.*

Continuing Business:

- **Emergency Lighting Update** – Barker to find new vendor to replace the emergency lighting.
- **Update on Phased in Opening** – Will continue with current plan through March 8th.

New Business:

- **Strategic Plan** – Included in packet.
 - Barker presented the Strategic Plan which includes goals and action plan.
 - Short term goals include returning to full services and creating an annual flyer.
 - Start application process for QSAC.
 - Would like the Friends to become active again.
- **Grants** – See Director's Report.
- **Proposed 21 -22 Budget-**
 - *Motion by Church-McHugh with support by Kennedy to approve the Budget FFY21-22 as amended. Roll Call Vote: YES – Church-McHugh, LundBorg, Flynn, Kennedy and Williams. NO- None. Approved.*
- **Other Business to Come Before the Board:** LundBorg would like Barker to check with Pentwater Fire Department or county offices about having ingress/egress limited to one door during construction phase. Is this a problem?

Agenda Items for Upcoming Meeting:

- Update on COVID Reopening Phase.
- Update on Emergency Lighting.

To Do:

- Barker and Flynn to work with Heirloom.
- Barker to ask Heirloom to attend the next B&G Committee meeting.
- Barker to send out B&G minutes to board members.

Next Meeting: The next regular PTL Board meeting will be held on Tuesday, March 16, 2021 at 5PM.

Adjournment: *Motion by LundBorg with support by Kennedy to adjourn the meeting. Approved. The meeting was adjourned at 6:14 PM.*

Signed: _____

Joan T. LundBorg, Board Secretary

Pending