

**Pentwater Township Library Board**  
**Regular Monthly Meeting**  
**Minutes**  
02/15/2022

**Call to Order:** The regular monthly board meeting was held at the PTL and was called to order at 5:35 PM by Board President Kendra Flynn.

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

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

**Guests:** Carol Triebel.

**Approval of Agenda:** Under Committee Reports add Outreach & Advocacy Committee and add Reconsideration Policy (First Reading) under Policy Committee. Under New Business add Headlee webinar. *Motion by LundBorg with support by Williams to approve the agenda as amended. Approved.*

**Approval of the 01/18/2022 Board Meeting Minutes:** *Motion by Church-McHugh with support by Williams to approve minutes of 01/18/2022 as presented. Approved.*

**Approval of the 02/03/2022 Work Session Minutes:** *Motion by Church-McHugh with support by Williams to approve the 02/03/2022 Work Session minutes as presented. Approved.*

**Treasurer's Report:** Finance Reports included in packet. Church-McHugh reviewed the reports. *Motion by LundBorg with support by Jaeb to approve the financial reports as presented. Approved.*

**Review of Bills Paid:** LundBorg asked if payroll and benefits can be given different line items. *Motion by Church-McHugh with support by Jaeb to accept the bills paid from January 18, 2022 through February 15, 2022 as presented (\$6625.58). Approved.*

**Director's Report & Stats:** Report in packet. Barker discussed her report.

- **Open Position** – Barker interviewed three candidates and offered the position to a young man with a degree in accounting. He will let Barker know tomorrow about his decision.
- **LibraryAware** – The new software has been enthusiastically accepted by the staff. Great templates and graphics for flyers and social media.
- **IT**– Mark Shotwell is working on configuring the new computers and hot spots. Working on a policy for patrons to take home the computers. Trustees have been assigned new library email addresses.

**Committee Reports:**

- **Discussion on Committee Duties and Descriptions-**
  - Committees submitted guidelines: Outreach & Advocacy, Finance, Personnel, and Policy Committees.

- Need to develop format for guidelines and a cover sheet.
- Williams and Barker will develop flow chart for policies.
- Submit revisions to the committee guidelines by March 1, 2022.
  
- **Personnel Committee-**
  - Working on the manual for the staff.
  
- **Outreach & Advocacy Committee–**
  - Church-McHugh attended the Township meeting on February 9<sup>th</sup>. Used the Director’s Report as a guideline for her talking points. Shared upcoming events.
  - PTL will remain on the agenda at Village and Township meetings,
  - Send a brief report to Barker after every visit to Village or Township Council meetings.
  
- **Policy Committee -**
  - Harassment Policy (First Reading).
  - Trustee Ethics Statement (Second Reading) - *Motion by LundBorg with support by Jaeb to approve the statement as presented. Approved.*
  - Reconsideration Policy and Procedures (First Reading). LundBorg will develop cover statement for the policy.
  - Ethics Policy (Second Reading) – *Motion by LundBorg with support by Jaeb to approve the Ethics policy as presented. Approved.*

#### **Continuing Business:**

- **Management Consultant –**
  - Carol Triebel reported on her meetings with the staff and Board members.
  - Need to improve orientation for board members and staff.
  - Suggested surveys and focus groups on an annual basis.
  - Barker reported the Friends of the Library will be starting up soon. Will have to reapply for non-profit status.
  
- **Director’s Evaluation –** *Motion by LundBorg with support by Jaeb to move into closed session to discuss the Director’s evaluation. Approved at 7:10 PM.* Board President Flynn resumed the regular meeting of the Board at 7:38 PM.
  
- **Investing in Bonds** - LundBorg met with Austin Garcia who will be scheduled for the March meeting.

#### **New Business:**

- **Approval of Budget FY23 –**
  - Barker detailed the proposed budget which calls for a 5.9% increase in wages which represents a more competitive salary range for the area.
  - Consider reviewing salaries every six months.

- Church-McHugh explained that we do not need to approve a balanced budget if we know that we have the money in reserve to cover all expenses.
- *Motion by Jaeb with support by Williams to approve the FY23 budget as presented. Roll Call vote required. Jaeb – YES; Williams – YES; Church-McHugh – YES; Flynn – YES and LundBorg – YES. NO – None. Approved.*
- **Approval of Salary Increases –**
  - As Treasurer, Church-McHugh is concerned about increasing salaries since we do not know about future taxes. Cannot afford to continually increase salaries for only a few years.
  - *Motion by Church-McHugh with support by LundBorg to approve the 5.9% salary increase beginning April 1, 2022. Roll Call vote. Roll Call vote required. Jaeb – YES; Williams – YES; Church-McHugh – YES; Flynn – YES and LundBorg – YES. NO – None. Approved.*

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

- Barker reminded everyone that there is a LOM webinar on the Headlee Amendment on Thursday, February 17<sup>th</sup> at 10:00 AM. All trustees are invited to view it at the PTL.

**Agenda Items for Upcoming Meeting:**

- Continuing Ed for Trustees.
- Update from Management Consultant.
- Investing in Bonds.
- Review Committee Responsibilities.

**To Do:**

- LundBorg to schedule date with Austin Garcia.
- Continue work on Personnel Manual.
- Webinar Feb 17<sup>th</sup> at 10:00 AM.
- LundBorg to write cover statement for the Reconsideration Policy.
- Submit revised Committee Responsibilities by March 1<sup>st</sup>.

**Next Meeting:** The next regular PTL Board meeting will be held on Tuesday, March 15 at 5:30 PM.

**Adjournment:** *Motion by Jaeb with support by Williams to adjourn.* The meeting was adjourned at 7:58 PM.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Joan T. LundBorg, Board Secretary